

B-2 T-2

f.m. RP

1.1	Project Manager available = 2	* Yes / No
1.1.1	Full time manager = 2 points
1.1.2	Part time manager = 1 point
1.2	Supervisors = 4	* Yes / No
1.2.1	Full time (offered for this particular service) = 4 points
1.2.2	Cleaner but also applied as supervisor = 2 points
1.2.3	Part time (offered for this particular service) – 1 point
1.3	Number of workers offered for the rendering of this service = 4	
1.3.1	Number of workers specified	= 3 points
1.3.2	Part time workers (additional point to be earned)	= 1 point

NB: MUST BE COMPLETED BY ALL BIDDERS. FAILURE TO COMPLY SHALL INVALIDATE THE BID. BIDS WILL BE EVALUATED PARTLY BY AWARDING POINTS IN RESPECT OF THE UNDERMENTIONED CRITERIA.

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE SBD 3.10 FORM.

THE FOLLOWING CRITERIA 1.1 TO 1.13 HAS A TOTAL WEIGHT OF 40 AND BIDDERS MUST ACHIEVE A MINIMUM THRESHOLD SCORE OF 28.

TO BE COMPLETED BY BIDDERS

EXECUTION PLAN

SERVICES: RENDERING OF CLEANING SERVICES AND PROVISION OF CLEANING MATERIALS AND HYGIENE EQUIPMENT FOR THE DEPARTMENT OF CORRECTIONAL SERVICES AT THE POYNONS BUILDING IN PRETORIA, FOR A TWO-YEAR PERIOD.

BID NO.: HO /2021 **ANNEXURE A**

P.M. of
T.O
5.22

Unemployment Insurance Act, 1966?
If yes, include copy of registration. = 2 points

* Yes / No

1.9.1 (i) Are you registered in terms of Section 28 of the

1.9 Insurance = 6

Did you submit a detailed contingency plan for critical incidents = 1 point * Yes / No

1.8 Contingency Plan = 1

1.7.4 More than 5 years = 4 points

1.7.3 4 - 5 years = 3 points

1.7.2 2 - 3 years = 2 points

1.7.1 0 - 1 year = 1 point

Indicate how many years experience in the cleaning business

1.7 Experience = 4

1.6.2 Feasibility of the work plan = 1 point

1.6.1 Did you submit a detailed trade/work plan = 2 points * Yes / No

1.6 Trade / Work Plan = 3

1.5.1 Indicate what equipment is to be used = 2 points

1.5 Equipment = 2

* Delete whichever is not applicable.

1.4.4 Standard training more than specified cleaners = 1 point

1.4.3 Any other training = 1 point

1.4.2 On duty training = 2 points

1.4.1 Standard training courses (Proof must be submitted Together with the tender) = 3 points

Indicate what training is given as well as where and when training were / will be given:

1.4 Training of workers = 6

1.3.3 More than specified workers = 1 point

B-2 T.2
P.M. of

Bidders must be registered with the Unemployment Insurance Fund and the Compensation Fund. Bidders must also comply with any applicable wage order/

Compliance with labour legislation

2.1	Wages	
2.	Price Structure	
1.12	References = 3	Full details of reference, if available must be submitted = 3 points * Yes / No
1.11		Did you complete all the necessary Bid forms and/or annexures? = 2 points * Yes / No
1.10	Prices = 3	Are bid prices firm for the duration of the contract = 3 points * Yes / No

* Delete whichever is not applicable.

(iv)		No insurance. = 0 point
(iii)	Do you have Public Liability Insurance with maximum of R2 million. Submit proof. = 2 points	* Yes / No
	Is Certificate of Compliance attached?	* Yes / No
	If yes, include Certificate of Compliance.	
(ii)	Are you registered in terms of Section 80 of the Compensation for Occupational Injuries and Diseases Act, 1993? = 2 points	* Yes / No
	Is proof of registration with UIF attached?	* Yes / No

f.M. 2010

..... R	Public Holiday	2.3.1
..... R	UIF	
..... R	Sick Leave	
..... R	Leave pay	
..... R	Overtime double	
..... R	Overtime x 1/2	
..... R	Overtime x 1/3	
..... R	Basic salary cleaner	

* Delete whichever is not applicable.

Is your industry regulated by a wage order/determination or agreement in terms of the Labour Relations Act? Yes / No No

If so, what is the minimum wage you pay to unskilled workers in your company?

2.3 Remuneration

2.2.1 Quantities offered more than estimated/average = 5 points

2.2.2 Quantities offered within the minimum = 4 points

2.2.3 Quantities offered less than minimum requirement = 0 point

2.2 MATERIAL = 5

2.1.1 More than minimum salaries = 4 points

2.1.2 Other benefits = 1 point

2.1.3 Only minimum salaries = 3 points

WAGES = 5

Please note: Government Gazette No. 38384 of 6 January 2015 cleaning services trade: Area A is applicable.

determination or agreement, in terms of the Labour Relations Act or Wage Act.

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P-M08

8

* Delete whichever is not applicable.

8

Total bid price

R...../ month

2.4 Overheads (including profit)

R.....

2.3.3 Cleaning materials

R.....

2.3.2 Transport

R.....

Total monthly cost per cleaner

R.....

Any other allowance(s)

R.....

Workman Compensation

R.....

Levy

R.....

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING SERVICES AND PROVISION OF CLEANING MATERIALS TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT POYNTONS BUILDING FOR A PERIOD OF THREE YEARS.

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7	TRAINING.....	2
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14	BRIEFING AND SITE INSPECTION.....	4
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Daily 5	Daily 5.....	
Bi-annually.....	Bi-annually.....	10
Quarterly.....	Quarterly.....	10
Daily 14	Daily 14.....	
Daily 15	Daily 15.....	
Monthly.....	Monthly.....	17



1	PURPOSE	<p>1.1 The purpose of the project is for the appointment of a service provider for the cleaning services and provision of cleaning materials to the Department of Correctional Services at Poyntons building for a period of three (3) years.</p>
2	BACKGROUND	<p>2.1 The Department of Correctional Services is legally obliged to ensure a clean, hygienic work environment for the Employees, and requires the service provider to provide a comprehensive professional cleaning services.</p>
3	SCOPE OF WORK	<p>3.1 The cleaning company will be required to provide the cleaning services and provision of cleaning materials in accordance with the cleaning specification as per section 15 below.</p>
4	DELIVERABLES	<p>4.1 To render cleaning services and provision of cleaning materials to Department of Correctional Services in the Poyntons building in both the West block and East block for a period of 36 months.</p> <p>4.2 To strictly adhere to all applicable legislations and the requirements of the specification and the special conditions of the contract.</p> <p>4.3 Responsible for the provision and management of all equipment and materials required to execute the contract.</p>
5	EXPERIENCE	<p>5.1 Bidders must submit detailed information together with their bid documents of their experience in the cleaning services environment. (refer to Evaluation Criteria for Compliance).</p>
6	PROVISION OF STAFF	<p>6.1 Bidders must submit detailed information together with their bid documents of the staff compliance that they are envisaging to utilise to ensure total compliance to the requirements of the Department. Information provided must be comprehensive and must clearly indicate information related to Managers, Supervisors, Cleaners etc. (refer to Evaluation Criteria for Compliance).</p>
7	TRAINING	<p>7.1 Bidders must submit detailed information together with their bid documents of the</p>

training to be provided to their staff compliance in order to render a professional cleaning service that complies to all legislation.(refer to Evaluation Criteria for

(Compliance).

8 EQUIPMENT

8.1 Bidders must submit detailed information together with their bid documents of the number and type of equipment that is envisaged to be utilised in order to render a professional cleaning services that complies to all the legislation to the Department.(refer to Evaluation Criteria for Compliance).

9 INSURANCE

9.1 Bidders must submit proof that they comply with all insurance legislations that are required to render such a service e.g. UIF, Compensation for occupational injuries and diseases and public liability of at least two million rand.(refer to Evaluation Criteria for Compliance).

10 WORKPLAN

10.1 Bidders must submit a detailed feasible work plan. (refer to Evaluation Criteria for Compliance).

11 CONTINGENCY PLAN

11.1 Bidders must provide a contingency plan for critical incidents. (refer to Evaluation Criteria for Compliance).

12 SERVICE PROVIDER'S OBLIGATION

12.1 Provide a comprehensive cleaning services and cleaning material as detailed in the Specifications.

12.2 Ensure that the cleaning staff, materials, and equipment as described in the Terms of Reference are of a safe, good and acceptable quality for rendering the service.

12.3 Ensure that the cleaning services must be made available from Monday to Friday, excluding public holidays. However, certain services may be required outside of these hours.

12.4 Ensure as far as reasonable practicable, the health and safety of employees and keep the cleaning equipment in good order in compliance with the health and safety regulations.

12.5 Ensure that staff deployed within the Department's building portray good conduct and comply with reasonable conditions of employment (behavior and attitude), that is conducive for an office working environment, such as eating at designated area, not making loud noise, along public areas, etc.

12.6 Comply with the requirements of the provided checklist to be used for the monitoring of the service rendered.





- 12.7 To work closely with the Project Manager (DD: Auxiliary Services) responsible for the project in the Department.
- 12.8 The Service Provider will be responsible for its own equipment and material to adequately perform all the services as per the contract agreement.
- 12.9 The Service Provider must exercise all reasonable skills and care in the execution of the work and shall carry out their obligation in accordance with professional standards.
- 12.10 The Service Provider must replace all equipment identified by the department as not suitable for execution of the contract within 72 hours.
- 12.11 The Service provider must provide on-site facilities for the storage of hazardous materials.
- 12.12 The service provider must provide a contingency plan for management of critical incidents.
- 13 THE DEPARTMENT OBLIGATIONS**
- 13.1 The Department's Project Manager (DD: Auxiliary Services) will serve as the contact person on all matters relating to the project.
- 13.2 The Department's Project Manager (DD: Auxiliary Services) will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payments made.
- 13.3 The Department reserves the right to inspect the equipment of the service provider to determine the quality and quantity of the equipment that is utilized for the execution of the contract.
- 14 BRIEFING AND SITE INSPECTION**
- 14.1 A briefing and site inspection is not compulsory however it can be arranged and conducted within COVID-19 regulations to address potential bidders at 124 WF Nkomo Street, Poyntons Building, West Block Foyer, Department of Correctional Services.
- Bidders will not be issued with the registration certificate as briefing and site inspection is not compulsory.



15 SPECIFICATION: RENDERING OF STANDARD CLEANING SERVICES AND PROVISION OF HYGIENE EQUIPMENT: DCS HEAD OFFICE

AREAS	AREAS OF COMPLIANCE	FREQUENCY	COMPLY YES/NO
1. BATHROOMS, LAVATORIES ETC			
Basins	Wet wipe with hard surface cleaner and rinse.	Daily	
	Remove other foreign bodies.	Daily	
	Remove mineral deposit	Weekly	
Toilets	Ensure usability and replenish consumables:	Daily	
	Provide wet wipes	Daily	
	Remove spillage from bowl and under flush rim with hard surface cleaner and a brush.	Daily	
	Remove mineral deposits.	Weekly	
	Wet wash seat and lid, cistern and pipes etc.	Daily	
	Disinfect all components	Daily	
Toilets walls	Wet wipe with disinfectant.	Twice weekly	
Toilets doors	Wet wipe with disinfectant.	Twice weekly	
Toilets floors	Clean floor according to type.	Daily	
Mirrors	Wet wipe and dry.	Daily	
	Polish with glass cleaner.	Weekly	



Showers	Remove fats and grease from walls, door and floor using hard surface cleaner.	Daily	
	Disinfect using disinfectant.	Daily	
Taps	Wet wipe with hard surface cleaner.	Daily	
	Remove mineral deposits.	Weekly	
Urinals	Remove litter & Foreign body	Daily	
	Provide deo blocks	As required	
	Wet wipe with hard surface cleaner or disinfectant.	Daily	
	Wet wipe and dry pipes and flushing mechanisms.	Daily	
	Mop step or floor at urinal with disinfectant.	Twice daily	
	Remove mineral deposits from gullies and drains.	Weekly	
	Urinals bases deep cleaning	As required	

2. FURNITURE, OFFICE EQUIPMENT ETC			
Chairs – cloth	Vacuum.	Weekly	
	Shampoo.	Bi-annually	
Chairs – vinyl / leather	Dust.	Daily	
	Damp wipe.	Fortnightly	
	Dust.	Daily	
Electrical equipment			



	Damp wipe.	Weekly	
Heaters	Dust.	Daily	
	Damp wipe.	Weekly	
Lamps	Dust.	Daily	
	Damp wipe.	Weekly	
Mirrors	Dust.	Daily	
	Polish with glass cleaner.	Weekly	
Ornaments	Dust.	Twice weekly	
	Damp wipe.	Weekly	
Partitions	Spot clean	Monthly	
	Wet wipe washable surfaces.	Bi- annually	
	Clean glass with glass cleaner.	Monthly	
Pictures	Dust frames.	Weekly	
	Damp wipe frames and clean glass	Fortnightly	
Rubbish bins	Empty: morning and afternoon	Daily	
	Damp wipe	Daily	
	Remove stains and disinfect	Weekly	
Electronics screens	Damp wipe	Weekly	



Shelves	Dust those that are empty.	Weekly	
	Damp wipe when shelves are clear.	As required	
Tables / natural / unsealed wood	Dust.	Daily	
	Polish.	Weekly	
Tables / sealed wood / glass / Formica	Dust.	Daily	
	Polish.- damp wipe	Weekly	
Telephones	Dust.	Daily	
	Damp wipe with disinfectant	Weekly	
Pedestals	Dust.	Daily	
	Polish.	Weekly	
Filing cabinets / wood	Dust.	Daily	
	Polish.	Weekly	
Filing cabinets / steel	Dust.	Daily	
	Damp wipe.	Weekly	
Cupboards	Dust.	Daily	
	Polish.	Weekly	
Book cases	Dust or damp wipe.	Daily	
	Polish.	Weekly	



Coffee tables	Dust or damp wipe.	Daily	
	Polish.	Weekly	
3. NAME PLATES, SIGN BOARDS ETC			
Name plates	Damp wipe.	Weekly	
	Polish with cleaning agent.	Monthly	
Sign plates	Damp wipe.	Weekly	
	Polish with cleaning agent.	Monthly	
4. FLOORS AND FLOOR FINISHING			
CARPETS			
High traffic:	Vacuum.	Twice weekly	
Low traffic	Vacuum.	Weekly	
	Remove spots and stains	Daily	
	Deep cleaning.	Annually	
5. FLOORS – RESILIENT (vinyl, PVC, linoleum, sealed wood etc)			
High traffic	Remove dust with mop or disposable cloth sweeper	Daily	
	Damp mop for soil age	As required	



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	Spray clean or burnish using a mechanized system.	weekly	
	Light scrub and apply maintenance coat	Monthly	
	Strip clean and reseal with non-slip polish and buff.	Bi-annually	

6. FLOORS – RESILIENT cont. (vinyl, PVC, linoleum, sealed wood etc)			
Low traffic	Remove dust with mop or disposable cloth sweeper.	Daily	
	Damp mop for soil age.	As required	
	Spray clean or burnish using a mechanized system.	Weekly	
	Light scrub and apply maintenance coat.	Quarterly	
	Strip clean and reseal with non-slip polish and buff.	Annually	
7. FLOORS – HARD (ceramic, marble, granite, brick, concrete, terrazzo, parquet etc)			
High traffic	Remove dust with mop or disposable cloth sweeper.	Daily	
	Damp mop for soil age.	Daily	
	Spray clean or burnish using a mechanized system.	Weekly	
	Machine scrub and dry to remove accumulated soilage.	Quarterly	
Low traffic	Remove dust with mop – or disposable cloth sweeper.	Daily	
	Damp mop for soilage.	Daily	
	Spray clean or burnish using a mechanized system.	Weekly	



	Machine scrub and dry to remove accumulated soilage.	Bi-annually	
8. FLOORS – HARD (quarry tile, quartzite, black grano, etc)			
High traffic	Remove dust with mop or disposable cloth sweeper.	Daily	
	Damp mop for soilage.	As required	
	Polish with non-slip polish.	Fortnightly	
Low traffic	Remove dust with mop or disposable cloth sweeper.	Daily	
	Damp mop for soilage.	As required	
	Polish with non-slip polish.	Monthly	
9. WOOD LAMINATED FLOORS			
High traffic	Remove dust with mop or disposable cloth sweeper.	Daily	
	Damp mop for soilage.	As required	
	Microfiber mop	As required	
	Use polish meant for wood laminated floor.	Fortnightly	
Low traffic	Remove dust with mop or disposable cloth sweeper.	Daily	
	Damp mop for soilage.	As required	
	Microfiber mop	As required	
	Use polish meant for wood laminated floor.	fortnightly	



Dust or damp wipe.	Weekly	
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10. DOORS & DOOR HANDLES cont.		
Doors	Remove finger marks on glass and push plates.	Daily
	Dust or Damp wipe	weekly
Door handles & knobs (chrome plated, aluminum / copper / brass)	Damp wipe with disinfectant and dry.	Weekly
	Polish with cleaning agent.	Weekly
11. WALLS		
Internal walls	Spot clean.	As required
	Wet wiped down using a cleaning agent and dried.	Fortnightly
Bagged walls	Dusted.	Monthly
12. WINDOWS, WINDOW SILLS, HANDLES & LEDGES ETC		
Inside and outside within reach	Clean with glass cleaner.	Monthly
	Clean with glass cleaner and squeegee.	As required
Handles & regulators	Damp wipe.	Weekly
	Polish with cleaning agent.	Monthly



Window sills	Dust.	Weekly	
	Damp wipe.	Fortnightly	
Low ledges	Dust.	Weekly	
13. BLINDS AND CURTAINS			
Vertical louvre blinds	Vacuum clean with brush attachments.	Quarterly	
Venetian blinds	Damp wipe.	Monthly	
Curtains	Wash or dry clean.	Annually	
14. KITCHENS			
Kitchens	Collect dishes from offices	Twice daily	
	Collect dishes from conference rooms	As required	
	Crockery and cutlery washed, dried and stored.	Twice daily	
	Floors damp mopped and dried.	Daily	
	Supply dishwashing liquid	As required	
	Supply and maintain dish clothes.	As required	
	Work surfaces wet wiped and dried.	Daily	
Walls and cupboards wet wiped.	Weekly		
Cupboard storage cleared, wet wiped and disinfected.	Monthly		



Ovens / stoves / microwaves	Wet wipe hot plates with hard surface cleaner.	Daily	
	Use caustic aerosol spray on enameled oven surfaces.	Monthly	
	Wet wipe and rinse inside surfaces of microwaves.	Weekly	
Refrigerators/ Dual cooler water bottles	Clean and refill	daily	
	Damp wipe doors and sides.	Weekly	
	Remove contents and damp wipe shelves.	Weekly	
	Defrost and clean shelves and inside surfaces.	Monthly	
Sinks	Wet wipe with hard surface cleaner and rinse.	Daily	
Taps	Wet wipe with hard surface cleaner.	Daily	
	Remove mineral deposits.	Monthly	
15. ELEVATORS			
Elevator	Clean door tracks.	Daily	
	Sweep and damp mop.	Daily	
	Remove marks from doors.	Daily	
	Damp wipe walls.	Daily	
Hand rails	Damp wipe.	Daily	
Side panels	Damp wiped with disinfectant.	Weekly	



Control panel	Clean and shine.	Daily	
Mirrors.	Damp wipe.	Daily	
	Polish with glass cleaner.	Weekly	
Floor indicators	Clean and shine.	Daily	
16. STAIRS, STAIRWELLS & HANDRAILS			
Handrails	Dust.	Daily	
	Wet wipe.	Daily	
Stairs	Sweep, dust and mop treads.	Daily	
17. CEILINGS & HIGH LEVEL AREAS			
Ceilings	Dust.	Monthly	
Air vents	Dust and wipe.	Monthly	
High level dusting	Dusting of all surfaces above 2 metres from the floor. This includes light fittings, blinds, high window ledges, burglar guards, cupboard tops and beams.	Fortnightly	
18. OTHER AREAS			
Lights	Dust.	Monthly	
	Damp wipe.	Twice annually	
Light switch	Damp wipe.	Weekly	
Pipes	Dust.	Weekly	



	Damp wipe.	Monthly	
Plugs	Damp wipe.	Weekly	
Power skirt	Dust.	Weekly	
	Damp wipe.	Monthly	
Radiators	Dust.	Weekly	
	Damp wipe.	Monthly	
Railings	Dust.	Daily	
	Damp wipe.	Weekly	
Mirrors	Polish with glass cleaner.	Weekly	
Fire fighting equipment	Dust.	Weekly	
	Damp wipe.	Monthly	
Gym x2	Carpets - vacuum	Twice weekly	
	Equipment- wiping	Twice daily (07:00 and 12:30)	
19. REFUSE REMOVAL AND REFUSE AREAS			
Compactors	Clear litter from area & place in containers for removal.	Daily	



20. COURTYARDS		
Courtyards	Remove litter.	Daily
	Sweep.	Weekly
21. FIRE ESCAPES		
Fire escapes	Treads – sweep.	Weekly
	Hand Rails – damp wipe.	Monthly

22. OTHER SERVICES		
Breakages	Blocked waste pipes, catch-pits, traps, washbasins, urinals and toilet bowls to be reported.	Immediately
	Leaking taps, urinals and cisterns to be reported	Immediately
Water bottles	To be cleaned and refilled.	Daily
Drinking fountain's	Clean finger marks and water pools.	Daily
Air-condition-units	Damp wipe	Monthly
Pot plants	Water plants	Weekly

23. WASH ROOM REQUISITES		
Three Toilet paper dispensers per toilet	Supply and maintain	As required



SANS (1887:Part 2) Approved Toilet papers	Replace and replenish	As required	
One labelled soap dispenser per hand basin	Supply and maintain	As required	
Hand Soap	Refill hand soap dispensers	As required	
Towel dispensers: Minister,	Supply and maintain	As required	
Hand Towels (Minister, Deputy Minister and Commissioner)	Replace and replenish	As required	
One sanitary Receptacles per toilet	Supply and maintain	As required	
Sanitary Receptacles	Empty , clean and remove contents	Daily	
Paper towel dispensers	Supply and maintain	As required	
SANS approved 1887: part 8 Paper towels	Replace and replenish	As required	
Labelled Air freshener dispenser: install 15 minutes electronically administered	Supply and maintain	As required	



Labelled Air freshener: electronically administered	Replace and replenish	Weekly	
Wet Wipe Containers	Supply and maintain	As required	
Cleaners to collect from Directorate: HIV/AIDS provide Condo cans & condoms	Check and refill	When required	

GENERAL

<ol style="list-style-type: none"> At least two (2) cleaners must be employed per floor. One for each wing which should be as follows:- <ul style="list-style-type: none"> West block: 18 full time cleaners (2 per floor) and 1 additional cleaner responsible for senior management board room, gym and kitchen. Two (2) cleaners are responsible for ground floor (Senior Management entrance, mezzanine area with five (5) office complexes, namely the Employee Relations, Head office Logistical stores, Communication Auxiliary Services, Network Section and Facilities and Security Offices: Total West-block=21 full time cleaners East Block: 32 full time cleaners 	
Ground floor (community Corrections) and Foyer East block=2	
5 th floor =1	
6 th floor =2	
7 th floor =1	
8 th floor =2	
9 th floor =2	



10 th floor =2	
11 th floor =2	
12 th floor =2	
13 th floor =2	
14 th floor =2	
17 th floor =3	
29 th floor =2	
30 th floor =2	
31 st floor =2	
32 nd floor =2	
33 rd floor =1	
2. One manager and two full time Supervisors, one at East and one at West Block, must be employed to supervise cleaning services.	
3. These persons must not be involved with cleaning, but will be responsible for inspecting, organizing, supervising, etc.	
4. The supervisors must always be reachable.	
5. The contractor must supply all cleaning agents as stipulated in the specification and such agents to be SANS complaint and provide OHS office with material safety data sheet.	
6. Store rooms for supply, rest rooms for cleaners as well as offices for the two supervisors must be arranged by the service provider with the Landlord and will not be the responsibility of the Department of Correctional Services. These rooms must be compliant with the OHS ACT 83 of 95.	
7. Management of cleaning company must meet with the DD Auxiliary Services at least once a month to discuss operational issues/problems, if any.	
8. In cases where a cleaner is absent from work he/she must be replaced for the time of absence with another cleaner.	



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9. All cleaners and supervisors must be vetted as Department of Correctional Services Head office is considered as a security area.	
10. All cleaners and the supervisors must be in possession of an ID- cards with photos and name of the company (provided by the company) to enable access control to identify him/her as an employee of the cleaning company.	
11. DCS must inspect company's equipment (vacuum cleaners) bi-annually in order to ensure that these equipment are well maintained throughout the contract period.	
12. Different colour coded mops to be used to distinguish mops in the kitchen and toilet in order to avert/prevent cross infection.	
13. Cleaners must display appropriate signs when cleaning floors, e.g. cautious slippery floor.	
14. The contractor must develop its workers on the inter alia skills: <ul style="list-style-type: none">• Management skills (managers and supervisors)• Cleaning skills• Customer care services.• HIV/OHS legislation• Utilization of cleaning equipment and material	

CONFIRMATION OF COMPLIANCE WITH SET SPECIFICATION

I _____ (the bidder / bidding company / authorized representative) noted the set requirements pertaining to the required services and declare that my / our offer fully complies with the set specification: **YES / NO** (please delete whichever one is **not** applicable).

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BID HO 5/2021: APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING SERVICES AND PROVISION OF CLEANING MATERIALS TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT POYNONS BUILDING FOR A PERIOD OF THREE YEARS (36 MONTHS). COMMENCEMENT: FROM THE DATE OF SIGNING THE CONTRACT

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**PRICING SCHEDULE – NON-FIRM PRICES
(CLEANING SERVICES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Closing Time 11:00 on 12 NOVEMBER 2021
Bid number: HO 5/2021	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION	QUANTITY	BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)
-			

1. RENDERING OF CLEANING SERVICES AS PER ATTACHED SPECIFICATION.

APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING SERVICES AND PROVISION OF CLEANING MATERIALS TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT POYNTONS BUILDING FOR A PERIOD OF THREE YEARS (36 MONTHS). COMMENCEMENT: FROM THE DATE OF SIGNING THE CONTRACT

Required by: Department of Correctional Services: Head office, Poynton Building

Contract period: For a period of three years

NB: Price adjustments must not occur more frequently than once a year. Prices for the first year must be firm.

PRICE BREAKDOWN:

Basic salary per cleaner	R
Overtime x 1/3	R
Overtime x 1/2	R
Overtime double	R

R	Leave pay
R	Sick leave
R	UIF
R	Public Holiday
R	Levy
R	Workman Compensation
R	Any other allowances/
R	Total monthly cost per cleaner (all inclusive)
R	Total cost for number of cleaners offered
R	Total cost for number of supervisors offered
R	Transport
R	Price per m ²

Cleaning materials/requisites as follows: (to be included in the total bid price)

ITEM QUANTITIES COSTS

R	Toilet paper	boxes	/ month
R	Air-freshener	blocks	/ month
R	Other cleaning material		/ month
R	Overheads (including profit)		/ month
R	TOTAL ALL-INCLUSIVE TENDER PRICE		/ MONTH

"ALL APPLICABLE TAXES" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Note : According to the VAT Act, 1991 (Act No. 89 of 1991), all contract prices are inclusive of 15% Value-Added Tax (VAT), except in the case of a person that is not required to register for Value-Added Tax.

Yes	No
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Is the offer strictly to specification?

If not to specification, state deviation(s)

*Mark the relevant block with an X

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$P_a = (1-V)P_t \left(D_1 \frac{R_{10}}{R_{1t}} + D_2 \frac{R_{20}}{R_{2t}} + D_3 \frac{R_{30}}{R_{3t}} + D_4 \frac{D_{40}}{D_{4t}} \right) + VP_t$$

Where:

P_a = The new escalated price to be calculated.
 $(1-V)P_t$ = 85% of the original bid price. Note that P_t must always be the original bid price and not an escalated price.
 D_1, D_2, \dots = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D_1, D_2, \dots etc. must add up to 100%.
 R_{1t}, R_{2t}, \dots = Index figure obtained from new index (depends on the number of factors used).
 R_{10}, R_{20} = Index figure at time of bidding.
 R_{10}, R_{20} = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

Bidders need to apply with the required evidence for price increase from Directorate Contract Management

Adjustment to contract may be applied for at the following dates:

Adjustment (Contract manager to decide on frequency following dates	On month thirteen (13) from date of signing the contract
1 st adjustment	On month twenty five (25) from date of signing the contract
2 nd adjustment	

FACTORS:	PORTION (FRACTION)	TABLES (CPI)	INDEX FIGURE	BASE DATE
Salaries	%	PO 141 table E (Domestic workers wages)	Month of advertising of bid	Month of advertising of bid
Transport	%	PO 141 table E (Public transport)	Month of advertising of bid	Month of advertising of bid



BD 3.10

Month of advertising of bid	Month of advertising of bid	PO 141 table E (Supplies and services)	%	Cleaning materials/Chemicals
Month of advertising of bid	Month of advertising of bid	PO 141 table E (Supplies and services)	%	Others/All aitemns
Month of advertising of bid	Month of advertising of bid	PO 141 table E (Supplies and services)	100%	Overhead profit

To be completed by bidder.

1. BUILDING SPECIFICATIONS

DEPARTMENT OF CORRECTIONAL SERVICES: HEAD OFFICE

POYNTON BUILDING: EAST AND WEST BLOCKS

1.1. Physical Address: Department of Correctional Services
 124 WF Nkomo Street
 Pretoria
 0001

2. RENDERING OF STANDARD CLEANING SERVICES AND
 PROVISIONING OF HYGIENE EQUIPMENT: DCS HEAD OFFICE.

2.1. NUMBER OF FLOORS

West Wing: 10 floors and ground floor including the Senior Management
 Entrance
 1st Floor - Mezzanine Area with five (5) office complexes, namely,
 Head Office, Logistic Store, Communication Auxiliary Services,
 Employee Relations, Network Section and Facilities and Security
 (Foyer).
 2nd Floor- Procurement, logistics, Gymnasium and conference
 rooms X2
 3rd floor- Information Technology and Conference room
 4th floor Finance and Conference room
 5th floor- Finance and Conference room
 6th floor - Human Resource Management
 7th floor – Main Registry, Auxiliary Services, Resources Centre and
 Conference room
 8th floor –Ministers, Deputy Minister, Board room X2 and National
 Commissioner
 9th floor – Community Corrections, Legal Services, Communications
 and Inter-governmental Relations
 10th floor – Legal Services, DIU, Code Enforcements, Research,
 Information Management, Policy and Co-ordination Procedures and
 Conference room.

East Wing: 16 floors and ground floor (Community Corrections) including the
 Foyer,
 5th floor - Vacant
 6th floor - HR Planning, Psychologist, Skills Development,
 Inspectorate, Personal well-being and
 Conference room.
 7th floor - Contract Management (South-West
 Wing), HIV/ AIDS and Conference room.
 8th floor - HR Development, Health Care Services and
 Conference rooms x2.

<p>9th floor - HR Development and Conference room</p> <p>10th floor - Incarceration, Risk Profile and Corrections</p> <p>11th floor - Auditor –General, NCCS and Conference room</p> <p>12th floor - Remand Detention and Conference room</p> <p>13th floor - Security Management and Facilities and Pre-release</p> <p>14th floor - Internal Audit, Spiritual Care and Sports & Recreation and Facilities and Conference room.</p> <p>17th floor - Employee Relations, Facilities Funds, Employee Wellness, Social</p> <p>29th floor - Work, gymnasium and Conference room Formal Education and Production</p> <p>30th floor - Administration, Probation and Supervision, Correction Administration and Conference room</p> <p>31st floor - IEHW, OHS, HR Support and Conference room</p> <p>32nd floor - Persal, EAP and Training Centre</p> <p>33rd floor - Vacant.</p>	<p>2.2. <u>NUMBER OF TOILETS</u></p> <p>West Wing: 62</p> <p>East Wing: 126</p> <p>East Wing Ground floor (Community Corrections): 5</p> <p>2.3. <u>NUMBER OF URINALS</u></p> <p>West Wing: 31</p> <p>East Wing: 52</p> <p>2.4. <u>NUMBER OF TEA KITCHENS</u></p> <p>West Wing-13</p> <p>East Wing- 20</p> <p>2.5. <u>SQUARE METRAGE OF AREA TO BE CLEANED</u></p> <p>West Wing: 15301 Sqm</p> <p>East Wing: 12840.49 Sqm</p> <p>Square Meter Grand Total: 28141.49 Sqm</p> <p>2.6. <u>BASINS</u></p> <p>West Wing: 51</p>
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All stairs occupied by DCS in the East and West Block should be cleaned.

- 2.14 CARPET**
West Wing: 89 offices (square meter 2563.20)
East Wing: 174 offices (square meter 5011.20)
- 2.13 CERAMIC TILES**
West Wing: 29 offices (square meter 835.20)
East Wing: 6 offices (square meter 172.80)
- 2.12 WOOD LAMINATED FLOORS**
West Wing: 117 offices (square meter 3369.6)
East Wing: 99 offices (square meter 2851.20)
- 2.11 AIR FRESHNER UNITS**
West Wing: 31
East Wing: 53
East Wing Ground floor (Community Corrections): 3
- 2.10 SANITARY BINS**
West Wing: 37
East Wing: 76
East Wing Ground floor (Community Corrections): 3
- 2.9 TOILET ROLL HOLDERS**
West Wing: 31
East Wing: 53
East Wing Ground floor (Community Corrections): 3
- 2.8 PAPER TOWEL DISPENSER**
West Wing: 31
East Wing: 53
East Wing Ground floor (Community Corrections): 3
- 2.7 SOAP DISPENSER**
East Wing: 98
East Wing Ground floor (Community Corrections): 5

- 2.15 ESTIMATED TOILET PAPER USAGE
93 bales per month (4 464 toilet rolls).
- 2.16 COURTYARD
West Wing: 688.53 square meter.
- 2.17 GYMNASIUM
West Wing: 63.6 square meter.
East Wing: 63.6 square meter.
- 2.18 INFORMATION TECHNOLOGY SECTION GROUND FLOOR
West Wing: 440.3 (square meter).



DECLARATION OF INTEREST

(NB : In accordance with Sections 118 and 121 of the Correctional Services Act, 1998 (Act No. 111 of 1998), no member of the Department of Correctional Services may participate in the bid process of the Department)

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

- the bidder is employed by the state; and/or

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

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

- 2.1 Full name of bidder or his or her representative
.....
- 2.2 Identity number :
.....
- 2.3 Position occupied in the Company (director, trustee, shareholder, member) :
.....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust :
.....
- 2.5 Tax Reference Number :
.....
- 2.6 VAT Registration Number :
.....
- 2.6.1 The names of all directors / trustees / shareholders² / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the

management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder, presently employed by the state?

Yes	No
-----	----

2.7.1 If so, furnish the following particulars :

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution

Any other particulars :

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

Yes	No
-----	----

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

Yes	No
-----	----

2.7.2.2 (Note : Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.) If no, furnish reasons for non-submission of such proof :

2.8 Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the state in the previous twelve (12) months?

Yes	No
-----	----

2.8.1 If so, furnish particulars :

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by

Yes	No
-----	----



the state and who may be involved with the evaluation and or adjudication of this bid?

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SBD 4

2.9.1

If so, furnish particulars :

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution	Nature of relationship

2.10

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

Yes	No
-----	----

2.10.1

If so, furnish particulars :

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution	Nature of relationship

2.11

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

Yes	No
-----	----

2.11.1

If so, furnish particulars :

.....

3.

Full details of directors / trustees / members / shareholders :

Full name	Identity number*	Personal Tax Reference Number	State Employee Number / Peral Number

*Copies of Identity Document must be attached.

DECLARATION

I, THE UNDERSIGNED (NAME)
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 TO 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THE DECLARATION
 PROVE TO BE FALSE.

SIGNATURE
 DATE

POSITION
 NAME OF BIDDER

Note : Should the bidder or any of its directors/members or shareholders be employees of
 any organ of state as contemplated in the Preferential Procurement Policy Framework
 Act, 2000 (Act 5 of 2000), such member/director or shareholder must submit a certified
 copy of the permission granted by the Executive Authority of his/her Department to
 conduct remunerative work in the Public Service as contemplated in the Public Service
 Act, 1994 (Act 103 of 1994) Chapter VII, Sections 30 and 31. Failure to submit the proof
 will automatically invalidate the bid. Knowingly not submitting it will make the person
 liable for fraud.

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
 - b) The 80/20 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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

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

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

Where

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

A maximum of 80 points is allocated for price on the following basis:
80/20

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

3. POINTS AWARDED FOR PRICE

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

2. DEFINITIONS

Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Designated Group: An EME or QSE which is at least 51% owned by:

EME QSE

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

YES NO

(Tick applicable box)

- iv) Whether the sub-contractor is an EME or QSE
 - iii) The B-BBEE status level of the sub-contractor.....
 - ii) The name of the sub-contractor.....
 - i) What percentage of the subcontracted percentage of the contract will be
- 7.1.1 If yes, indicate:

YES NO

(Tick applicable box)

Will any portion of the contract be sub-contracted?

7. SUB-CONTRACTING

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

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

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

5. BID DECLARATION

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBE status level of contributor has been claimed or obtained on a

8.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.4 TYPE OF COMPANY/ FIRM

number:.....

8.3 Company registration number:.....

8.2 VAT registration number:.....

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

DECLARATION WITH REGARD TO COMPANY/FIRM

Black people who are military veterans		
OR		
Any EME		
Any QSE		

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p style="text-align: center;">WITNESSES</p> <p style="text-align: center;">1.</p> <p style="text-align: center;">2.</p>	<p style="text-align: center;">SIGNATURE(S) OF BIDDER(S)</p> <p style="text-align: center;">DATE:</p> <p style="text-align: center;">ADDRESS</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.
 I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature
 Position
 Date
 Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.3.1	If so, furnish particulars:	
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes No
4.4.1	If so, furnish particulars:	

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.
 I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature
 Position
 Date
 Name of Bidder



CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

 (Name of Institution)

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

I certify, on behalf of:

_____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the service provider;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the service provider;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the service provider, whether or not affiliated with the service provider, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the service provider
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

SBD 9
 3 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the service provider, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

Signature

Date

Position

Name of Service provider

COMPLIANCE CHECKLIST TO ASSIST BIDDERS WITH COMPLETION OF BID DOCUMENTS
BID HO 5/2021: APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING SERVICES AND
PROVISION OF CLEANING MATERIALS TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT
POYNTONS BUILDING FOR A PERIOD OF THREE YEARS (36 MONTHS). COMMENCEMENT: FROM THE
DATE OF SIGNING THE CONTRACT

Very important	Contract & BD 4.1: Special Conditions of Contract?	Yes	No
	Did you take note of the contents of the General Conditions of Contract & BD 4.1: Special Conditions of Contract?	Yes	No
1.	PRE-QUALIFYING CRITERIA (See par 5.1.. of the BD 4.1: Special Conditions)		
1.1	Are BBEE status level 1 to 4 (Special Conditions par 5.1.1)		
2.	MANDATORY CRITERIA (See par 6.1 of BD 4.1: Special Conditions)		
2.1	Did you take note that bidders must ensure that their tax matters are in order for the duration of the contract by verifying their Tax Status on the Central Supplier Database? (Special Conditions par 6.2.1)		
2.2	Bidders must be registered with the National Contract Cleaning Association (NCCA) Attached proof. (Special Conditions par 6.2.1)		
3.	SUBMISSION OF BIDS		
3.1	Is the bid submitted in two separate sealed envelopes plus original bid document and suitable cover on which the name and address, the bid number and the closing date must be clearly endorsed? Technical and financial proposal should be separated (Special Conditions par 9)		
3.2	Did you complete and sign the SBD 1 (Invitation to Bid Form) ?		
3.3	Did you take note that prices for this contract are firm ? (Special Conditions par 13).		
3.4	Did you complete the preference claim form (SBD 6.1) w.r.t BBEE points?		
3.5	Did you attach a certified BBEE certificate in support of your claim?		
3.6	Did you attach a list of contactable details of current or previous clients?		

4.	LATE BIDS		
4.1	Bids received after the closing date and time will not be accepted for consideration and where practicable, be returned unopened to the bidder at the address indicated in the envelope		
5.	DECLARATIONS		
5.1	Did you familiarize yourself with the contents of the Declaration of Interest (SBD 4) and did you indicate your declaration (if applicable)?		
5.1.1	Did you sign the Declaration of Interest SBD 4 form?		
5.2	Did you familiarize yourself with the contents of Declaration Of Bidders		

		Past Supply Chain Management Practices?(SBD 8)	
5.2.1		Did you declare past supply chain management practices e.g. Fraud, improper conduct, failed to perform on any previous contract?	
5.2.2		Did you sign the declaration SBD 8?	
5.3		Did you familiarize yourself with the contents of the Independent Bid Determination (SBD 9)?	
5.3.1		Did you sign the Independent Bid Determination form.(SBD 9)	
6.		Take note that no late bids will be considered!	