



## public enterprises

Department:  
Public Enterprises  
REPUBLIC OF SOUTH AFRICA

### REQUEST FOR PROPOSALS

RFP Ref. No:	DPE 01/2024-2025
Description	DEPARTMENT OF PUBLIC ENTERPRISES INVITES SERVICE PROVIDERS TO SUBMIT A PROPOSAL TO PROVIDE CLEANING AND HYGIENE SERVICES INCLUSIVE OF SANITARY; WASTE MANAGEMENT; OFFICE FUMIGATION SERVICES AND PROVISION OF CONSUMABLES FOR A PERIOD OF 36 MONTHS
Publication date	24 MAY 2024
RFP Closing Details	Date: 14 JUNE 2024 Time: 11:00 AM (South African Time) Place: Department of Public Enterprise Street: 80 Hamilton Street Arcadia, Pretoria
Deadline for enquiries	Date: 07 JUNE 2024 @ 16:00 PM
Public Opening of RFP Responses	Date: 14 JUNE 2024 Time: 11:00 AM (South African Time) Place: Department of Public Enterprise Street: 80 Hamilton Street Arcadia, Pretoria
RFP Validity Period	120 Days from the Closing Date

**PROSPECTIVE BIDDERS MUST REGISTER ON NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE PRIOR TO SUBMITTING BIDS.**

CHECK LIST FOR BID DOCUMENTATION

**TAKE NOTE: SHOULD ANY OF THE MENTIONED BID DOCUMENTS NOT BE DULY COMPLETED AND SIGNED YOUR BID MAY BE DISQUALIFIED**

FORM	DESCRIPTION	CHECK BOX
SBD 1	INVITATION TO BID	
SBD 3.3	PRICING SCHEDULE (PROFESSIONAL SERVICES)	
TOR	TERMS OF REFERENCE FOR SERVICE	
SBD 4	DECLARATION OF INTEREST	
SBD 6.1	PREFERANCE POINTS CLAIM FORM: VALID B-BBEE CERTIFICATE/ SWORN AFFIDAVIT TO BE SUBMITTED	
GCC	GOVERNMENT PROCURMENT: GENERAL CONDITIONS OF CONTRACT	
REGISTRATION ON CENTRAL SUPPLIER DATABASE	<p><b>CENTRAL SUPPLIER DATABASE</b>                      Effective from 1<sup>ST</sup> September 2015 all prospective suppliers have to self-register once on the central supplier database website <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>. In order to do business with all spheres of government. As soon as supplier's information has been verified with external data sources (e.g sars and cipc) a unique supplier nr and security code will be allocated and communicated to all suppliers. The supplier can use this information to update and maintain his profile.</p> <p><b><u>NB A copy of your company registration report must be submitted with your bid/price quotation. Failure thereof may disqualify your proposal.</u></b></p>	
<p><b>NB: FIRST ENVELOPE WITH ONE ORIGINAL FINANCIAL PROPOSAL THAT INCLUDES ALL VALID B-BBEE CERTIFICATE OR AFFIDAVIT AND BID DOCUMENTS REQUIRED BY THE DEPARTMENT. SECOND ENVELOPE WITH ONE ORIGINAL TECHNICAL/FUNCTIONAL PROPOSAL</b></p>		

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	BID DPE01/2024-2025	CLOSING DATE: 14 JUNE 2024	CLOSING TIME:	11:00 AM	
DESCRIPTION	DEPARTMENT OF PUBLIC ENTERPRISES INVITES SERVICE PROVIDERS TO SUBMIT A PROPOSAL TO PROVIDE CLEANING AND HYGIENE SERVICES INCLUSIVE OF SANITARY; WASTE MANAGEMENT; OFFICE FUMIGATION SERVICES AND PROVISION OF CONSUMABLES FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF PUBLIC ENTERPRISES, GROUND FLOOR SECURITY					
80 HAMILTON STREET, ARCADIA, 0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nancy Maswanganye		CONTACT PERSON	David Moima	
TELEPHONE NUMBER	012 431-1034		TELEPHONE NUMBER	012 431-1061	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nancy.maswanganye@dpe.gov.za		E-MAIL ADDRESS	david.moima@dpe.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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, 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.: DPE 01/2024-2025
CLOSING TIME 11:00 AM	CLOSING DATE 14 JUNE 2024

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED
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**The Department of Public Enterprises invites service providers to submit a proposal to provide cleaning and hygiene services inclusive of sanitary; waste management; fumigation services and provision of consumables for a period of 36 months.**

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.....  
(TOTAL 1 & 2)

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-----	-----

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

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
TOTAL (1): R.....			

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

Name of Bidder: .....

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL (2): 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 and tender documents may be directed to: or technical information may be directed to-

Nancy Maswanganye  
Tel: (012) 431-1034  
Email: [nancy.maswanganye@dpe.gov.za](mailto:nancy.maswanganye@dpe.gov.za)

Enquiries regarding the technical requirement may be directed to:

David Moima  
Tel: 012 431 -1061  
Email: [David.moima@dpe.gov.za](mailto:David.moima@dpe.gov.za)



**public enterprises**

**Department:  
Public Enterprises  
REPUBLIC OF SOUTH AFRICA**

Private Bag X15, Hatfield, 0028 80 Hamilton Street, Arcadia, 0083  
Tel: 012 431 1118/1150 Fax: 012 431 1039 Private Bag X9079, Cape Town, 8000 Fax: 021 465 2381

## **TERMS OF REFERENCE (“TOR”)**

### **FOR THE APPOINTMENT OF A SERVICE PROVIDER**

**TO**

**TO PROVIDE CLEANING AND HYGIENE SERVICES INCLUSIVE OF SANITARY, WASTE  
MANAGEMENT, OFFICE FUMIGATION SERVICES AND PROVISION OF CONSUMABLES**

**Department of Public Enterprises  
 (“Department”)**

## **1. DISCLAIMER**

- 1.1. The TOR is issued by the Department of Public Enterprises. The sole purpose of this document is to guide the Bidder in deciding whether to submit a proposal in response to the TOR.
- 1.2. The Bidder agrees and undertakes that it will procure and ensure that its directors, officers, employees, agents, representatives, and advisors use the TOR only to prepare and submit a proposal for the purposes contemplated in the TOR, and for no other purpose.
- 1.3. The Bidder further undertakes not to divulge the contents of or distribute any copies of the TOR to any other party without the prior written consent of the Department and shall return all copies of the TOR to the Department promptly upon request.
- 1.4. The Department reserves the right to amend, modify or withdraw the TOR or to amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without notice to the Bidder but without liability to compensate or reimburse any party.
- 1.5. The information contained in the TOR is obtained from the Department and other sources. Neither Government, the Department nor any of their respective directors, officers, employees, agents, representatives or advisors make any representation or warranty or give any undertaking, express or implied, or accept any responsibility or liability whatsoever as to the content, accuracy or completeness of the information contained in the TOR or any other written, electronic or verbal information made available in connection with the Project, and nothing contained herein is, or shall be relied upon, as an offer capable of acceptance, a promise or representation, whether as to the past or the future. A Bidder shall accordingly only be entitled to rely on those representations and warranties set forth in the final Project Documents when, and if, such final Project Documents are ultimately agreed and executed, and subject to such limitations and restrictions as may be contained therein.
- 1.6. The TOR does not contain all of the information that may be required by a Bidder in considering whether to submit a proposal and/or a bid and is merely issued for information purposes to enable a Bidder to formulate a proposal. Neither Government, the Department nor any of their respective officers, employees, agents, representatives or



advisors have independently verified any of the information contained in the TOR nor are they obliged to update or otherwise revise the TOR or other material supplied herewith nor do they accept any obligation to provide recipients with access to any additional information or to correct any inaccuracies which may become apparent in the TOR or in any other information which may be made available concerning the Project.

- 1.7. The TOR is not intended to form the basis of a decision to enter into any transaction or any other agreement and does not constitute an offer, invitation, or recommendation to enter into any such transaction, or an intention to enter into any legal relationship with any party.
- 1.8. The information contained in the TOR has been compiled to enable a Bidder to consider whether to submit a proposal. The Bidder should be aware that this information has been prepared by Department and involves elements of subjective judgement and analysis. This information is subject to change between the date of issue of the TOR and the issuing of more detailed information during the ensuing phase/s of the Project due to the passage of time and the changes in circumstances relating to the Project, and the verification of such information.
- 1.9. Any Bidder considering submitting a proposal and/or submitting a bid and/or entering into the Project is advised to seek its own independent legal, tax, financial and other advice. The costs of engaging advisors shall be solely for the account of the Bidder concerned.
- 1.10. The issue of the TOR should not be regarded as any form of commitment on the part of the Department to proceed with the Project. Receipt of this TOR does not confer any right on any party. The Department reserves the right in its sole and absolute discretion to terminate any party's participation in the Project on notice to the Bidder concerned without liability whatsoever.
- 1.11. No written, electronic or verbal communication shall be made with the Department or any of its respective directors, officers or employees, either directly or indirectly, with respect to any information contained in the TOR or with respect to any possible transaction concerning an SOC and any communication must be directed to the contact persons referred to in section 17 of the TOR or such other person/s appointed by the Department for such purpose.

## **2. GLOSSARY OF TERMS**

In the TOR, unless the context otherwise indicates -

- 2.1. "B-BBEE" means Broad Based Black Economic Empowerment.
- 2.2. "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Amendment Act of 2013;
- 2.3. "Bidder" means a party that submits a proposal in response to the TOR;
- 2.4. "Consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.5. "Department" means the Department of Public Enterprises.
- 2.6. "Functionality" means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.
- 2.7. "Government" means the Government of the Republic of South Africa represented by the Minister for purposes of this Project.
- 2.8. "Minister" means the Minister of Public Enterprises.
- 2.9. "Person" means a natural or juristic person;
- 2.10. "Proposal" means the document(s) delivered, by a Bidder in accordance with the TOR, expressing interest in the Project.
- 2.11. "Project Documents" means a mandate and all other agreements necessary to give effect to the Project;
- 2.12. "Project" means for the appointment of a service provider to provide office cleaning; hygiene / sanitary; waste management ; office fumigation services and provision of consumables
- 2.13. "Service Provider" means a person appointed by the Department to execute the Project;
- 2.14. "Shareholding Minister" means the Minister of Public Enterprises;
- 2.15. "SLA" means Service Level Agreement between the Department and Service Provider;
- 2.16. "SOC" means State-Owned Company as defined in the Companies Act No 71 of 2008;
- 2.17. "TOR" means this Terms of Reference together with all its attachments;

### **3. INTERPRETATION**

- 3.1. Any reference to the singular includes the plural and vice versa;
- 3.2. Any reference to natural persons includes legal persons and vice versa.
- 3.3. Any reference to gender includes the other gender; and
- 3.4. Headings have been inserted for convenience only and shall not be taken into account in the interpretation of the TOR.

### **4. BACKGROUND**

- 4.1. The Department of Public Enterprises is the shareholder representative on behalf of the South African Government with oversight responsibility over seven State Owned Companies (SOC), namely: Eskom, Transnet, South African Express Airways (SA Express), South African Airways (SAA), Denel, South African Forestry Company Limited (SAFCOL) and Alexkor.
- 4.2. The vision of the Department of Public Enterprises (DPE), articulated in 2011, "is to drive investment, productivity and transformation in the Department's portfolio of State-Owned Companies (SOC), their customers and suppliers so as to unlock growth, drive industrialisation, create jobs and develop skills".
- 4.3. The department oversees the SOCs considered as essential in driving economic growth. The department therefore provides direction to the SOCs in order to ensure that their activities, operations and investment programmes support the objectives of the Medium-Term Strategic Framework (MTSF), as well as programmes set out in the National Development Plan (NDP).
- 4.4. The Department is committed to provide a conducive environment for its employees and visitors as mandated by the Occupational Health and safety Act to provide clean, healthy, hygienic and safe working environment to its employees. Security and Facilities Management is the Directorate that provides enabling, safe and secure working environment unit in the Department. As part of the mandate the Directorate will appoint cleaning service provider and manage the service level agreement thereof

## **5. PROJECT OBJECTIVES**

- 5.1 The Department is committed at providing a conducive environment to its employees and visitors as mandated by the Occupational Health and safety Act to provide a clean, healthy, hygienic and safe working environment to its employees. Is therefore against this backdrop that the cleaning and hygiene services are fundamental.

## **6. DELIVERABLES**

- 6.1. Service Provider must do daily inspection on the quality and standard of the cleaning services and a monthly inspection report must be provided to the Facilities Unit wherein the report also includes specific problems, suggestions, and improved methods.
- 6.2. The service provider should report any defects or unsafe conditions in the areas concerned such as broken windows etc on any daily basis to the Facility Manager or his / her delegate.
- 6.3. The service provider should ensure that DPE environment is clean, healthy, and hygienic at all times.
- 6.4. Any form of absence by employees of the service provider should not impact negatively on the Department.

## **7. PROJECT MANAGEMENT**

- 7.1 The Facilities Unit within the DPE will take responsibility for the operation management of the Service Provider

## **8. BRIEFING SESSION**

- 8.1. There will be a site inspection but no briefing session.

## **9. ACCESS TO RESOURCES**

- 9.1. The DPE will provide guidance on the facilitation of all engagements, meetings and workshops with stakeholders and provide the service provider with reasonable support to access the following resources for successful implementation of the Project:

- 9.1.1. Key stakeholders; and
- 9.1.2. Relevant documentation.

## **10. ISSUE, RISK AND/OR OPPORTUNITY**

- 10.1. Through the National Macro Organization of Government processes currently underway, DPE has been identified as one of the Departments that may be closed. This presents a high risk in terms of the long-term existence of the Department and therefore uncertainty with regards to the completion of the 3-year contract term. Therefore, should the Department be dissolved the contract will automatically terminate
- 10.2. All cleaning personnel that will be deployed to the DPE must be security cleared.
- 10.3. The Service Provider must identify any issues, risks and/ or opportunities associated with the Project and ensure that these are documented, communicated, prioritised, and resolved within a reasonable timeframe.

## **11. SCOPE CONTROL**

- 11.1 The DPE requires the assistance of a Service Provider to provide cleaning; hygiene/sanitation; waste management; fumigation services and provision of consumables with scope area listed here under (size depicted in the attached floor plan – **Annexure A**)
  - Entrances (Ground and Parking Level)  
Reception Areas (as depicted in the attached floor plan)
  - Walkways inside – Passages
  - Kitchenettes
  - All bathrooms (toilets and showers)
  - All boardrooms
  - Open Plan Offices
  - Offices
  - Gym area
  - Library
  - Multi- purpose center
  - Production room
  - Canteen
  - Parking area (Ground and Parking levels)
  - Server room and switch rooms
  - Provide all consumables.

## **12 SCOPE**

- 12.1 The total area of floor space to be cleaned is approximately 5900 m<sup>2</sup>.
- 12.2 A total number of cleaners needed is nine (9) which should have one (1) supervisor included from the nine. Three (3) male cleaners and six (6) female cleaners
- 12.3 Cleaning services will be rendered Monday to Friday from 06:00 to 15h0 excluding weekends and public holidays unless where otherwise requested in cases of emergency when they will be called anytime of the day including after hours and over weekends and public holidays.
- 12.4 Service provider must provide cleaning materials and tools suitable for the indicated areas in the scope of work and / or schedule hereunder.
- 12.5 In an event the department relocates into a new building, the service will continue in the new building and parties may need to review the square metres and any other items which may be affected as a result of such new building occupation. The proposed office space of the alternative office space is 6 323.53 m<sup>2</sup>

### 13 SPECIFICATIONS

#### 13.1 CLEANING SERVICES

##### FLOOR MAINTENANCE:

##### RESILENT FLOORS

Service	Frequency
Sweep or damp mop.	Daily
Machine burnish	Quarterly

##### STONE FLOORS (CIRAMIC TILES)

Service	Frequency
Sweep.	Daily
Damp Mop	Daily
Machine Buff	Quarterly
Machine scrub	Quarterly

##### RUGS AND CARPERTING

Service	Frequency
Vacuum clean thoroughly	Quarterly
Steam cleaning of office carpet	Quarterly

Deep cleaning (carpets; sofas and office chairs)	Quarterly
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### DUSTING

Service	Frequency
Dust all surfaces (low level).	Daily
Dust all high ledges and fittings.	Weekly
Dust all surfaces (walls, cabinets, etc). *	Weekly
Dust all windows	Daily
Clean and disinfect all telephones.	Daily

### WASTE DISPOSAL

Service	Frequency
Empty and clean all waste receptacles	Daily
Remove all waste to specified areas.	Daily

### WALLS AND PAINTWORK

Service	Frequency
Spots clean all low surfaces, i.e. glass, walls, doors and light switches.	Daily

### GLASS AND METAL WORK

Service	Frequency
a) Spot clean glass doors.	Daily

### ENTRANCE AND RECEPTION

Service	Frequency
Sweep entrance steps and entrance.	Daily
Clean doormats and wells.	Daily
Wash steps	Daily

### TOILETS AND REST ROOMS

<b>Service</b>	<b>Frequency</b>
Maintain floor according to type.	<b>Daily</b>
Damp mop floor with disinfectant.	<b>Daily</b>
Empty and clean all waste receptacles.	<b>Daily</b>
Clean and sanitise all bowls, basins, urinals, showers and baths (where applicable).	<b>Daily</b>
Clean all mirrors.	<b>Daily</b>
Clean all metal fittings.	<b>Daily</b>
Spot clean walls, doors and partitions and lockers, where applicable.	<b>Daily</b>
Replenish consumables, i.e. toilet paper, soap and towel cabinets.	<b>Daily</b>
Deep cleaning 24 units	<b>Quarterly</b>

### **LIFTS AND LIFT FOYERS**

<b>Service</b>	<b>Frequency</b>
Completely clean interior of all lifts including indicator boards.	<b>Daily</b>
Clean lift door tracks.	<b>Daily</b>
Damp mop floor with disinfect handrails and fitting	<b>Every two hours</b>
Dust handrails and fittings	<b>Daily</b>
Maintain landings, treads and risers according to finish	<b>Daily</b>
Clean fire escape.	<b>Weekly</b>
Clean interior and exterior faces of all accessible windows	<b>Quarterly</b>
Clean partition glass.	<b>Weekly</b>
Dust and ensure they are in place	<b>Daily</b>

### **PARKING**

<b>Service</b>	<b>Frequency</b>
Pick up litter and remove to agreed area	<b>Daily</b>
Sweep and spray water	<b>Weekly</b>
Vacuum the floor and dust	<b>Quarterly</b>

### **BUILDING SURROUNDS**

<b>Service</b>	<b>Frequency</b>
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Pick up litter and remove to agreed area.	Daily
Sweep.	Weekly
Operate compactor	N/A
Maintain compactor / refuse area in a clean and hygienic condition.	N/A
Polish desks and office furniture.	Fortnightly
Wash vinyl covered furniture.	Monthly
Vacuum cloth covered furniture.	Monthly
Maintain and clean floor (inside and outside) according to type.	Daily
Dust all vertical and horizontal surfaces to a height of 2.5m.	Daily
Damp wipe furniture.	Daily
Empty and clean ashtrays and waste receptacles.	Daily

#### MAINTAIN REFUSE AREA

Service	Frequency
Keep refuse area clean and hygienic	Daily
Manage Refuse according to the best green office environment/ practice (segregation, stacking and storage)	Weekly

#### CANTEEN

Service	Frequency
Maintain floor according to type.	Daily
Damp mop floor with disinfectant.	Quarterly
Empty and clean all waste receptacles.	Daily
Spot clean walls, doors and partitions and lockers, where applicable.	Daily
Deep cleaning	Quarterly

<b>Service</b>	<b>Frequency</b>
Maintain floor according to type.	<b>Daily</b>
Damp mop floor with disinfectant.	<b>Daily</b>
Empty and clean all waste receptacles	<b>Daily</b>
Clean and sanitise all sinks	<b>Daily</b>
Clean all metal fittings.	<b>Daily</b>
Spot clean walls, doors and partitions and lockers, where applicable.	<b>Daily</b>
Deep cleaning	<b>Quarterly</b>

## **KITCHENNETES**

## **GYM**

<b>Service</b>	<b>Frequency</b>
Maintain floor according to type.	<b>Daily</b>
Damp mop floor with disinfectant.	<b>Quarterly</b>
Empty and clean all waste receptacles.	<b>Daily</b>
Clean and sanitise all showers and toilets,	<b>Daily</b>
Spot clean walls, doors and partitions and lockers, where applicable.	<b>Daily</b>

## **MISCELLANEOUS**

<b>Service</b>	<b>Frequency</b>
Polish desks and office furniture	<b>Weekly</b>
Wash vinyl covered furniture	<b>Weekly</b>
Vacuum cloth covered furniture.	<b>Weekly</b>
Maintain and clean floor (inside and outside) according to type.	<b>Daily</b>

Dust all vertical and horizontal surfaces to a height of 2.5m.	<b>Monthly</b>
Damp wipe furniture	<b>Daily</b>
Empty and clean waste receptacles.	<b>Daily</b>
Cleaning of kitchen.	<b>Daily</b>
Dust all vertical and horizontal surfaces to a height of 2.5m.	<b>Daily</b>
Damp wipe furniture.	<b>Daily</b>
Empty waste receptacles.	<b>Daily</b>
Communal Workstations including Reception desk; Photocopy machines; kitchenettes surfaces; toilet surfaces and all door handles wiped with disinfectants	<b>After every 2 hrs</b>

### **13.2 HYGIENE / SANITARY SERVICES AND CONSUMABLES**

- 13.2.1 Ensure provision of Sensor and battery operated hygienic sanitary /she-bins to dispose of sanitary waste.
- 13.2.2 Ensure timeous sanitary waste removal and cleaning of the sanitary /she-bins in compliance with the OHS Act)
- 13.2.3 Provision of double ply toilet paper that complies SANS and SABS
- 13.2.4 Provision of hand towels that comply with SANS and SABS
- 13.2.5 Provision of hand soap that that complies with SANS and SABS
- 13.2.6 Provision of hand lotions that comply with SANS and SABS
- 13.2.7 Provision of toilet seat foam spray toilet sanitizer that comply with SANS and SABS
- 13.2.8 Sanitary drips master that complies with SANS and SABS for urinals.
- 13.2.9 Air freshener that complies with SANS

#### **Provision of all the dispensers in the toilets including:**

- a) Toilet Paper Dispensers (TR3) lockable (SABS approved)
- b) Hand paper towel dispenser (SABS approved)
- c) Hand paper towel bins (SABS approved)
- d) Hand soap dispenser (SABS approved)
- e) Hand lotion dispenser (SABS approved)
- f) Toilet seat sanitizer dispenser
- g) Air-refreshener dispenser (SABS approved)
- h) And any other dispenser that may be required.

### **13.3 WASTE MANAGEMENT SERVICES**

#### **13.3.1 Waste segregation:**

- a) Sorting and separation of waste types e.g., plastic; paper or wet waste; dry waste
- b) Provision of colour coded bins for segregated waste in preparation of waste recycling

### **13.4 OFFICE FUMIGATION SERVICES**

#### **13.4.1 Fumigation of office space on quarterly (every 3 months) basis**

##### **13.4.1.1 Rat/Rodent and pet control services on quarterly basis.**

13.4.1.2 The service provider must be accredited and registered with any of the South African registered pest control associations.

### **13.5 CONSUMABLES AND EQUIPMENT**

#### **13.5.1 OFFICE CLEANING SERVICES**

##### **CONSUMABLES:**

- b) All cleaning detergents
- c) Toilets, estimated 29 X toilet cubicles and 6X urinals:
  - a) Double ply SABS approved toilet papers,
  - b) SABS approved hand towels.
  - c) SABS approved hand soap (liquid)
  - d) SABS approved hand lotions.
  - e) SABS approved Toilet seat sanitizer Kitchenettes X 9
  - f) SABS approved garage roll paper towel

##### **DISPENSERS AND BINS:**

- a) Toilet Paper Dispensers (TR3) lockable X 29(estimated)
- b) Hand towel dispenser X
- c) Hand soap dispenser X
- d) Hand lotion dispenser X
- e) Toilet seat sanitizer dispenser X 29 (estimated)

#### **13.5.1.1 HYGIENE/ SANITARY SERVICE**

**CONSUMABLES:**

- a) None

**13.5.1.2 WASTE MANAGEMENT SERVICES**

**CONSUMABLES:**

- a) Refuse bags.

**13.5.1.3 OFFICE FUMIGATION SERVICES**

**CONSUMABLES: COMPOSITION OF CHEMICALS TO BE UTILISED DURING THE EXERCISE (RECOMMENDED BUT NOT LIMITED TO)**

- a) Cypermethrin: Pyrethroid -CAS No. 52315-07-8 EINECE No. 257842-9 Xn,N
- b) Prallethrin: Pyrethroid -CAS No. 23031-36-9 EINECE No. 249-013-5 Xn,N
- c) Pyriproxifen: IGR- CAS No. 95737-68-1 EINECE No. 429-800-1N
- d) Piperonyl Butoxide Synergist- CAS No. 51-03-6-1 EINECE No. 200-076-7 N

13.5.1.4 Approved sanitary service provider to provide 19 X she-bins in all the ladies toilet cubicles and empty them on weekly basis.

13.5.1.5 Waste Management in terms of approved sustainable green office environment practice

**Note:** DPE will decide on quality of the above products

**14 REPORTING**

- 14.1 The Service Provider must report to Departmental Security and Facilities Management Unit.
- 14.2 The Service Provider must attend quarterly meetings to provide and receive feedback on services rendered.
- 14.3 The Service Provider will submit monthly reports to the Assistant Director Security and Facilities Management.
- 14.4 The Service Provider Supervisor will report to the Facility Officer on daily basis.
- 14.5 Facilities Management sub-unit will monitor the cleaners and report all incidences to the service provider (supervisor)

**14.6** *DPE will schedule standing quarterly meetings between the service provider and the department.*

## **15 PERFORMANCE ASSESSMENT OF SERVICE PROVIDER**

**15.1** The Performance of the Service Provider shall be assessed on quarterly basis:

15.1.1 The assessment will be based on set scope of work.

## **16 DURATION**

**16.1** The contract term will be for a period of 36 months.

## **17 CONDITIONS OF APPOINTMENT**

**17.1** The successful Bidder will:

17.1.1 Conclude the relevant Project Documents (including entering an SLA with the Department prior to commencing with the services required; and

17.1.2 Be required to sign confidentiality and indemnity agreements.

17.1.3 Provide proof that the staff compensation / remuneration is aligned to the South African National Minimum Wage as regulated by the Department of Labour.

**(Annexure B)**

17.1.4 *must ensure compliance to all the requirement of the Occupational Health & Safety Act and Regulations.*

**17.2** The Service Provider will only be paid for acceptable work done as defined in the SLA for the Project.

## **18 KEY EXPERTISE REQUIRED**

The Department is looking for a service provider with extensive knowledge and experience of the cleaning, sanitary and waste management services.

## **19 CONTACT DETAILS**

For information on technical requirements:

Name: David Moima

Security and facilities Management Unit

Telephone number: 012 431 1061

Email: david.moima@dpe.gov.za

For information on bidding and tender documents:

Name: Abel Makhafola

Supply Chain Management

Telephone number: 012 431 1005

Fax: 086 615 5711

Email: [Abel.Makhafola@dpe.gov.za](mailto:Abel.Makhafola@dpe.gov.za)

## **20 CONTENT OF PROPOSALS**

- 20.1 The address of the Bidder, together with the contact details (telephone numbers, telefax numbers and emails addresses) of the principal contact of the interested parties, must be provided.
- 20.2 Full details of the Bidder, including full details of its ownership, shareholding structure, B-BBEE credentials, Directors and management, and their experience and credentials must be provided.
- 20.3 In the case of a Consortium, any agreement evidencing the relationship between the consortium partners and the composition, structure and operation of the consortium must be provided.

20.4 The technical/functionality proposal shall include the following information and documents:

20.4.1 The names and recent Curriculum Vitae of all the personnel that will form the Project team;

20.4.2 The proposed approach to the Project and work plan of the interested party, including the proposed Project team;

20.4.3 Curriculum Vitae (CVs) of the proposed Project team to assist the Department, highlighting past relevant experience. The Project team should include an experienced team leader (normally a partner or director) who will be the lead advisor to the Department and other senior members.

20.4.4 Client references from similar previous projects; and

20.4.5 Pricing/cost, which must be submitted separately, should include:

- a) A breakdown of anticipated disbursement (travel expenses, accommodation, and document reproduction) if applicable; and
- b) Budget breakdown according to the work plan (inclusive of VAT).

20.5 The following information relating to the Bidder should be provided (as applicable):

20.5.1 A statement declaring if any, a conflict or a potential conflict of interests and, in the event of such conflict or potential conflict, an explanation as how the conflict or potential conflict will be managed.

20.5.2 A statement regarding the tax status of the interested party and, if an existing South African entity, a valid original tax clearance certificate issued by the South African Revenue Services.

20.5.3 Original Central Supplier Database report tax compliant status; and

20.5.4 Valid B-BBEE certificate from South African National Accreditation Systems ("SANAS") or valid sworn affidavit.



## 21 EVALUATION OF PROPOSALS

21.1 The evaluation of proposals will be done in four stages as indicated below.

### 21.1.1 FIRST STAGE OF ADMINISTRATIVE REQUIREMENTS

NO.	DESCRIPTION	YES	NO
1.	Completion of all SBD Forms (SBD1, SBD 4, AND SBD 6.1)		
2.	Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)		
3.	Proof of company registration documents (e.g., Pty; Trust; CC etc.)		
4.	Valid B-BBEE Level of contribution or Sworn affidavit certificate (Failure to attach certificate will lead to non-allocation of points)		
5.	General Conditions of contract signed/initialled (GCC)		
6.	Registration with CSD (Central Suppliers Database)		
7.	Submission of a tender document in the form of an original printed hard copy.		

### 21.1.2 SECOND STAGE MANDATORY REQUIREMENTS

NO.	DESCRIPTION	YES	NO
1.	Proposed compensation/remuneration of the cleaning staff must be aligned to the South African minimum wage as updated on 01 March 2023 according to South African National Minimum Salary Act. See attached as Annexure A3. Kindly provide proposed minimum salary of resource to be employed. See attached A.4		
2.	Bidders must provide a valid registration certificate from any creditable and registered South African cleaning association - Copy to be submitted		
3	Bidders must provide a valid registration certificate from any creditable and registered South African Pest Control association -Copy to be submitted		

4	Bidders must provide a valid OHS certificate.		
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**21.1.3 THIRD STAGE: Proposals will be evaluated by an evaluation committee comprised of officials from the Department. The evaluation committee, will make use of the following functionality criteria:**

Functionality	Score according to the score value's	Weight	Total Weight Points	Maximum Points 600
<b>Content and methodology:</b>  Proposal demonstrates a solid understanding of the requirements in line with the Department's expectations and a rigorous work plan to deliver all outcomes in the required level of detail. A detailed day to day work plan / schedule aligned to the provided specifications and areas must form part of the methodology			<b>50</b>	<b>250</b>
	Operational plan with a detailed day today workplan, resources (Human resources and equipment) aligned to the provided specifications and office areas, contingency plan on resources	5		
	operational plan with a generic workplan (not customised) aligned to the provided specifications and office areas, contingency plan.	4		
	Operational plan aligned to the provided specifications and office areas	3		
	operational plan aligned with provided specifications but not office areas	2		
	operational plan provided	1		
	Nothing provided	0		
<b>Qualifications:</b> Key personnel who will be assigned to this Project must have relevant certificates			<b>20</b>	<b>100</b>
	Grade 12 supervisor (Ability to communicate in English at a level of a grade 12 or post) + National Certificate in Hygiene and Cleaning (From SAQA accredited Institution) + Other relevant qualifications or courses and	5		
	Grade 12 supervisor (Ability to communicate in English at a level of a grade 12 or post) + National Certificate in Hygiene and Cleaning (from SAQA accredited institution)	4		
	Grade 12 supervisor (Ability to communicate in English at a level of a grade 12 or post) and any other Qualification	3		
	Grade 12 of Supervisor (Ability to communicate in English at a level of a grade 12 or post)	2		
	No grade 12 but there are other qualifications of supervisor	1		
	No certificate of supervisor	0		

Functionality	Score according to the score value's	Weight	Total Weight Points	Maximum Points 600
<b>Individual Experience:</b> Key personnel who will be assigned to this Project must have a minimum of 2 years for the supervisor and 1 year experience of other staff members in the cleaning, hygiene service field.			<b>30</b>	<b>150</b>
	+2 years supervisor and +1-year staff	5		
	2 years supervisor and 1 year staff	4		
	+1-year supervisor & +1-year staff	3		
	1 year supervisor & 1 staff	2		
	-1-year supervisor & staff	1		
	No information	0		
<b>Company experience:</b> A company must have a minimum of 5 years' experience in the cleaning, hygiene service field. A National Certificate in Hygiene and Cleaning; OHS Certificate; Attach CV /Portfolio of the company, attach minimum of 3 references of the company previously contracted no older than 3 years			<b>20</b>	<b>100</b>
	5 years experience in the cleaning, hygiene service field, a National Certificate in Hygiene and Cleaning; OHS Certificate; Attach CV /Portfolio of the company, attach minimum of 3 references of the company previously contracted no older than 3 years	5		
	4 years minimum experience in the cleaning, hygiene service field, a National Certificate in Hygiene and Cleaning; OHS Certificate; Attach CV /Portfolio of the company,	4		
	3 years minimum experience in the cleaning, hygiene service field, a National Certificate in Hygiene and Cleaning; OHS Certificate;	3		
	2 years minimum experience in the cleaning, hygiene service field, a National Certificate in Hygiene and Cleaning;	2		
	1 years minimum experience in the cleaning, hygiene service field	1		
	No information	0		

Value: 0 = unacceptable, 1 = Serious reservations, 2 = Minor reservations, 3 = Acceptable, 4 = Good and 5 = Excellent

21.2 A proposal will be disqualified at this stage if it fails to meet the minimum threshold of (70%) for functionality as per criteria above.

21.3 **Third stage:** A bidder who meets minimum threshold points of 70% in the third stage will then be evaluated for price and B-BBEE preference points.

Price:	80 points
B-BBEE	20 points

Total

100 points

B-BBEE points will be allocated according to the following table for valid B-BBEE Status Level Verification Certificate or valid sworn affidavits by the commissioner of oaths.

**80/20 principle**

B-BBEE status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**21.4 Bid documents to be submitted:**

- 21.4.1 First envelope with one original financial proposal that includes a valid B-BBEE certificate or affidavit and bid documents required by the Department (Please ensure that all bid documents are appropriately completed and signed to prevent early disqualification).
- 21.4.2 Second envelope with one original technical/functionality proposal.
- 21.4.3 The Department reserves the right not to accept the lowest price, the Bidder that qualifies according to the first stage will be evaluated for price and B-BBEE and the one with the highest points will be appointed.

**22 RESERVATION OF RIGHTS**

Without limiting any other rights of the Department (whether otherwise reserved in the TOR or under any law) –

- 22.1 The Department reserves the right to amend, modify or terminate any of the procedures

- or requirements set out in this TOR at any time or from time to time without prior notice to the Bidder. The Department further reserves the right not to accept any Proposal or bid;
- 22.2 The Project described in the TOR may be cancelled at any time, at no cost and with no liability being incurred to the Department or Government, if the Department so determines in its sole and absolute discretion.
- 22.3 The Bidder agrees and undertake to hold harmless, Government, the Department and their respective directors, officers, agents, representatives from and against any and all such claims, actions and legal proceedings and any and all liabilities, damages, loss, costs and expenses (including all legal costs and expenses) of whatever nature in connection with or arising from the Project and/or the process outlined in this TOR.
- 22.4 No Proposal will be deemed accepted and no agreement will be deemed to be reached with any Bidder or successful party if all the parties have not executed the Project Documents thereto. Accordingly, unless and until such time as the Project Documents have been executed as aforesaid, no Bidder or successful party will have any rights, claims or entitlement with respect to the Project, as a result of its participation in the process outlined in the TOR;
- 22.5 The Department, Government, and their respective directors, officers, agents, representatives expressly disclaim any and all liability for representations, warranties or statements contained in any written material furnished or information verbally transmitted to or received by a Bidder. The Department will make only those particular representations and warranties set forth in the final Project Documents when, and if, such Project Documents are ultimately agreed upon and executed, and subject to such limitations and restrictions as may be contained therein;
- 22.6 It is the Department's prerogative to award the Project to one individual/successful party as a single Project. However, the Department reserves the right in its sole and absolute discretion to award the mandate in parts to different individuals/successful parties or any entity the Department deems suitable.

## **23 CLOSING DATE**

- 23.1 The submission/delivery of proposals will be published on the Bid documents with prior notice for the closing date. Any proposal arriving after this time will not be considered.

Proposals should be submitted into the Departmental Bidding box at:  
Department of Public Enterprises  
Ground Floor Security  
80 Hamilton Street  
Arcadia  
Pretoria

23.2 It is the responsibility of the Bidder to ensure that its proposal and any correspondence in response to the TOR is received:

23.2.1 By the Department or such other person/appointed for such purpose, and

23.2.2 On or before the closing time and date.

## **24 REFERENCES**

An interested party must also furnish the Department with recent, service – comparable references, including contact details and an overview of the service provided. Personal interviews may be conducted with references where required.

## **25 VALUE-ADDED SERVICES**

Should Bidder wish to provide the Department with additional services not outlined herein, but which would add value to the Project, it is welcome to do however, these will be at no additional cost. A Bidder should first meet the minimum service requirements/scope of work outlined herein.

## 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 interest<sup>1</sup> 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 institution	State

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

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<sup>1</sup> 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 consortium<sup>2</sup> 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

<sup>2</sup> 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.

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
<b>PRICE</b>	
<b>SPECIFIC GOALS</b>	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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



$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = 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)

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## **Annexure G: Government Procurement: General Conditions of Contract – July 2011**

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### **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 GCC 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 GCC. 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**

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 anything 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 organisation purchasing the goods.
- 1.22 "Republic" means the RSA.
- 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, SCC are also laid down to cover specific supplies, services or works.
- 2.3 Where such SCC 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](http://www.treasury.gov.za)

## 4 **Standards**

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

## 3 **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:
  - 7.3.1 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

7.3.2 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 SIU or an organisation acting on behalf of the SIU.

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:

13.1.1 performance or supervision of on-site assembly and/or commissioning of the supplied goods;

13.1.2 furnishing of tools required for assembly and/or maintenance of the supplied goods;

- 13.1.3 furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - 13.1.4 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
  - 13.1.5 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:
- 14.1.1 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
  - 14.1.2 in the event of termination of production of the spare parts:
    - 14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - 14.1.2.2 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.

## 16 **Payment**

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

## 17 **Prices**

- 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 authorised in SCC or in the purchaser's request for bid validity extension, as the case may be.

## 18 **Contract amendments**

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

## 19 **Assignment**

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

## 20 **Subcontracts**

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

## 21 **Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4 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.
- 21.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## 22 **Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of



the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23 Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 23.1.1 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;
  - 23.1.2 if the Supplier fails to perform any other obligation(s) under the contract; or
  - 23.1.3 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:

23.6.1 the name and address of the supplier and / or person restricted by the purchaser;

23.6.2 the date of commencement of the restriction

23.6.3 the period of restriction; and

23.6.4 the reasons for the restriction.

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

23.8 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,

27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.5.2 the purchaser shall pay the supplier any monies due the supplier.

## 28 **Limitation of liability**

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

28.1.1 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

28.1.2 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 SARSs.

## 33 **National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the DTI 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.

**The above General Conditions of Contract (GCC) are accepted by:**

<b>Name:</b>	
<b>Designation:</b>	
<b>Bidder:</b>	
<b>Signature:</b>	
<b>Date:</b>	