

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES 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:



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

**COMPREHENSIVE HYGIENE AND
CLEANING SERVICES TENDER**

TERMS OF REFERENCES

NT008-1-2024

APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE HYGIENE AND CLEANING SERVICES FOR THE NATIONAL TREASURY BUILDINGS (240 MADIBA STREET, TENDER INFORMATION CENTRE WING, 40 CHURCH SQUARE IN PRETORIA CBD AND 3RD FLOOR PARLIAMENT OFFICES AT 120 PLEIN STREET IN CAPE TOWN) FOR A PERIOD OF THREE (3) YEARS

CLOSING DATE: 01 NOVEMBER 2024

VALIDITY PERIOD: 90 DAYS

1. DURATION AND CONDITIONS OF THE TENDER

1.1 BACKGROUND

The National Treasury's legislative mandate is based on chapter 13 of the Constitution. As set out in the Public Finance Management Act and other laws governing financial and fiscal affairs, the Treasury is mandated to promote the national government's fiscal policy and the coordination of macroeconomic policy, ensure the stability and soundness of the financial system and financial services, coordinate intergovernmental financial and fiscal relations, manage the budget preparation process, and enforce transparency and effective management in respect of revenue and expenditure, assets and liability, public entities and constitutional requirements.

1.2 SERVICE REQUIREMENTS

The National Treasury wishes to appoint a contractor for the provision a comprehensive hygiene and cleaning service for a period of three (3) years to all National Treasury sites. The successful service provider is expected to provide the services within the specified period.

1.2.1 National Treasury sites

- 240 Madiba Street Building, Pretoria;
- 40 Church Street Building, Pretoria; and
- National Treasury, 3rd floor Parliamentary Offices, Cape Town.
- Or any other new possible National Treasury offices

1.2.2 Scope of work

- The prospective service provider is expected to undertake Comprehensive Hygiene and Cleaning Services within the National Treasury offices as follows: during business hours i.e. 07:00 - 16:00, on weekends and monthly.
- Deep cleaning to be undertaken at all sites in accordance with the schedule provided.
- Provide refreshment coordination assistance within National Treasury offices

1.3 Operational Conditions

ITEM NO.	DESCRIPTION
1.3.1	Service required
	<ul style="list-style-type: none"> a) The rendering of a professional Comprehensive Hygiene and Cleaning Services for a period of thirty-six (36) months to National Treasury premises from a supply, control, housekeeping and maintenance perspective; b) The successful bidder shall at its own cost maintain public liability insurance for its own staff against accident, injury or death; c) Carry out frequent routine visits to inspect all sites, reporting and quality control; d) The bidder must have a comprehensive hygiene and cleaning programme, applying and using environmentally friendly controls; e) The bidder must supply on rental basis all the required hygiene equipment; f) The bidder must implement a continuous improvement plan for services rendered to the National Treasury. Pass any possible cost reductions resulting from this programme; g) The bidder will be expected to keep refill stock on National Treasury premises in order to ensure there is no break in service; h) The bidder must deploy personnel with relevant Hygiene services experience together with trained and competent operations personnel. i) All the chemicals, detergents and other related materials to be used must be compliant to South African Bureau of Standards and meet the OHSA requirements; and j) All the cleaning and hygiene services are to be undertaken in compliance with Occupational Health and Safety Act 85 Of 1993. k) The service provider to be able to render services to the National Treasury Gauteng and Cape Town offices; l) The products utilised to may be locally manufactured; m) The services to meet the Hazard Analysis and Critical Control Point (HACCP) principles / ISO 2200 requirements; n) Upon request by the National Treasury, the Service Provider shall promptly furnish all necessary documentation to demonstrate its compliance with relevant laws and regulations. o) Products price to be fixed for a year upon appointment. Price escalations on each anniversary date to be in accordance with statutory price pronouncements (in accordance with Labour Law Gazettes).

	<p>p) Mandatory statutory meeting between the service provider staff representatives and National Treasury management.</p> <p>q) The Service Provider must comply in all material respects with all laws and regulations to which it is subject, including but not limited to Taxation laws, Labour laws and anti-corruption laws.</p> <p>r) National Treasury may, from time to time, request a reduction or increase in the number of cleaning personnel for all sites and may change the addresses where the services are to be rendered.</p> <p>s) The service provider will be subjected to quarterly performance evaluations by National Treasury</p> <p>t) The service provider must provide the National Treasury with relevant documentation confirming its compliance with statutory obligations set out in the Pension Funds Act No. 24 of 1996 and Unemployment Insurance Contributions Act No 4 of 2002 (submit proof of compliance and registration – status document)</p>
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1.3.2	Description of services
	<p>1.3.2.1 Cleaning Services:</p> <ul style="list-style-type: none"> a) Cleaning windows; b) Cleaning carpets; c) General cleaning – exterior; d) General Cleaning of all surfaces in accordance with all infectious diseases e) General cleaning – interior; f) Special cleaning – ablutions; g) Special cleaning – kitchens; h) Refreshment Coordination; and i) Washing/laundry services. <p>1.3.2.2 Hygiene Services:</p> <ul style="list-style-type: none"> a) Supply (on rental) basis and maintenance of the hygiene equipment; b) Supply (on rental) basis and refill/maintain foot operated hand sanitizer stands for all lift lobbies and kitchenettes (120). c) Supply and refill service consumables; and d) Removal of sanitary bins and proper and medical waste disposal bins (as per legislated regulations) disposal thereof. <p>1.3.2.3 Deep Cleaning</p> <ul style="list-style-type: none"> a) Clean and disinfect toilets, urinals, hand wash basins, sluices and sinks; b) Clean and disinfect wall tiles daily; c) Clean and disinfect all desks surface 5 times daily with 70% alcohol bases disinfectants d) Remove bacteria and uric incrustation from all areas of basins and sinks; and e) Clean taps and plugs f) Disinfect the buildings against infectious diseases on a monthly basis

1.3.2.1 Cleaning services			
Service Area	Service Specification Level	Service output	Standards
Cleaning Windows	Ensure all windows and glass surfaces in the building are kept clean at all times.	Windows and glass surfaces are to be free of dust, fingerprints, stains, smudges and markings with a dry streak/smear free finish achieved.	No failure to ensure all windows and glass surfaces in the building are kept clean at all times.
General Cleaning Carpets	Ensure all carpets in the building are kept clean and free of stains at all times.	Carpets are to be clean and free of stains, marks and spots. This process to be operated by both a spot cleaning service and a full deep cleaning service	No failure to ensure all carpets in the building are kept clean at all times.
General Cleaning (Exterior)	In the event of graffiti inside or outside the building the service provider must take appropriate measures to ensure that it is removed or obscured from public display.	The service provider must inform the client if a temporary solution is to be implemented prior to a permanent solution finally resolving the call	No failure to provide a schedule of the deep cleaning service with frequencies and locations identified.
	Implement a programme of cleaning of parking pathway/driveway, car parking, pedestrian and other exterior hard surfaces.	External cleaning includes the removal of bird faeces. This must be completed according to the correct HSE requirements.	No failure to provide a schedule a programme of cleaning of parking pathway/driveway, car parking, pedestrian and other exterior hard surfaces.

<p>General cleaning (Interior)</p>	<p>Provide a general cleaning (interior) service for all internal fabric to include, but not be limited to the following: hard floors with a variety of finishes, soft floors with a variety of finishes, entry matting, ceilings, walls (including skirting and ledges), furniture (interior and exterior), all fixtures and fittings, ornaments and all other free-standing items, blinds and other window coverings; and</p> <p>All surfaces to be free from debris, dirt, marks, smears or cleaning chemical build up at all times.</p>	<p>Service provider to prepare and provide the client with a schedule for the cleaning of all items, with recommended frequencies.</p>	<p>No failure to ensure all carpets in the building are kept clean at all times and a schedule of the cleaning service with frequencies and locations identified</p>
<p>Special Cleaning (Ablutions)</p>	<p>Provide a specialised cleaning service for ablutions;</p> <p>a) Clean all toilet facilities and adhere to the highest hygiene, health and safety standards at all times;</p> <p>b) Deep clean all toilet facilities and adhere to the highest hygiene, health and safety standards at all times; and</p> <p>c) Manage the waste disposal service for ablutions, complying with all legislative requirements.</p>	<p>Service provider to prepare and provide a schedule for the cleaning of all items, with recommended frequencies.</p> <p>Provide disposal schedule of ablution waste</p>	<p>No failure to provide a specialised cleaning service for ablutions and disposal of any waste in accordance with the relevant legislation and OHS requirements.</p>

<p>Special Cleaning (Kitchens)</p>	<p>a) Provide a specialised cleaning service for periodic deep cleaning of kitchens; and b) Clean all kitchen equipment and furniture and adhere to the highest hygiene, health and safety standards at all times.</p>	<p>Service provider to prepare and provide a schedule for the cleaning of all items, with recommended frequencies.</p>	<p>No failure to comply with all health and safety legislation.</p>
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<p>Refreshment Coordinator Services</p>	<p>Provide specialised events and booking service to the boardrooms and meeting sites;</p> <ul style="list-style-type: none"> a) Handle all tea and coffee, to ensure high standard of quality; b) Wash all crockery and maintain proper stock control on daily basis; c) Manage (supply & control) all groceries stock on a weekly basis; d) Maintain a clean & healthy catering environment; e) Ensure a hygienic regime for all catering equipment and suppliers; f) Glasses and water bottles must be cleaned and replenished daily. Sterilise water bottles and jugs weekly; g) The provision of daily tea and coffee will be managed by the PA's to what the requirements are, service will be provided upon request; and h) The respective meeting boardrooms will have daily stock of tea and coffee. 	<p>Service Provider to provide service in accordance with the daily meeting and event bookings; and Personnel to be available for the service at all times as required.</p>	<p>No failure to provide a professional and specialised events and booking services at all times.</p>
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NT008-1-2024: APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE HYGIENE AND CLEANING SERVICES FOR THE NATIONAL TREASURY BUILDINGS (240 MADIBA STREET, TENDER INFORMATION CENTRE WING, 40 CHURCH SQUARE IN PRETORIA CBD AND 3RD FLOOR PARLIAMENT OFFICES AT 120 PLEIN STREET IN CAPE TOWN) FOR A PERIOD OF THREE (3) YEARS

1.3.2.2 Hygiene services			
Service Area	Service specification level	Service out put	Standards
<p>Hygiene services</p> <p>Building Decontamination (Infectious Diseases)</p>	<p>Provide a specialised and professional Hygiene services;</p> <ul style="list-style-type: none"> • Manage all aspects of the provision of hygiene services and provide a constant supply of consumables within the toilet facilities and waste disposable bins on each floor • Manage the waste disposal services to be in compliance with legislative requirements • ULV Biokill Treatment for National Treasury Sites areas (Monthly) 	<p>Service Provider to prepare and provide excellent and professional hygiene services at all times with the required standard of service at all times.</p>	<ul style="list-style-type: none"> • No failure to replenish consumables within the toilet facilities in manner and frequency which ensures the availability of consumables at the point of use at all times; • No failure to provide a waste disposal service for ablutions. • No failure to replenish hand sanitisers at the point of use at all times • No failure to decontaminate building once a month or as and when required
Requirements	<ul style="list-style-type: none"> • Equipment to be inspected regularly and to be safe, in good working order and appropriate for use; • Environmentally friendly chemicals to be used (MSDSs available at all times); • Adequate staff, suitably trained are to be available at all times; • Sufficient supervision; • Cleaning of all areas to be effected with the required manner and frequency which avoids persistent complaints; • A service provider should maintain a pool of approved staff, replacement in the event of absenteeism is required by 10h00 of that day; and • Service Provider to provide waste disposal certificate to ensure compliance. 		
1.3.2.3 Deep cleaning services			
Service Area	Service Specification Level	Service Output	Standards
Deep cleaning services	<p>Provide professional deep cleaning services in the following areas:</p> <p>a) 240 Madiba Street</p> <ul style="list-style-type: none"> • All Areas with Carpet; • Bathrooms; • Brass and high rise windows; and 	<ul style="list-style-type: none"> • Service Provider to prepare and provide excellent, professional deep cleaning services as per agreed schedule at all times with the 	<p>No failure to provide excellent and professional deep cleaning services.</p>

	<ul style="list-style-type: none"> Upholstery and curtains. <p>b) 40 Church Street</p> <ul style="list-style-type: none"> All areas with Carpet; Bathrooms Brass and high rise windows; and Upholstery and curtains. 	required standard of service.	
Requirements	<ul style="list-style-type: none"> Equipment to be inspected regularly and to be safe, in good working order and appropriate for use; Environmentally friendly chemicals to be used (MSDSs available at all times) Sufficient staff, suitably trained are to be available at all times; Supervision to be available at all times during high rise cleaning; Cleaning of all areas to be effected with the required manner and frequency which avoids persistent complaints; A service provider should maintain a pool of approved staff, replacement in the event of absenteeism is required by 10h00 of that day; Staff performing high rise cleaning to be cleared medically by the medical practitioner and proof submitted to the client and site file; Correct and certified equipment's and other related requirements for high rise cleaning to be satisfied; and Provision of waste disposal certificate to ensure compliance. 		

1.4 SERVICE SITES SIZE			
SITE	TYPE OF SERVICE	BUILDING SIZE	TOTAL ESTIMATE STAFF & VISITORS
40 Church Street	Comprehensive Hygiene and Cleaning	5000m ²	436
240 Madiba Street	Comprehensive Hygiene and Cleaning	28700m ²	1083
Tender Information Centre Wing	Comprehensive Hygiene and Cleaning	420m ²	14
Retail Bond Centre, After care centre and Entertainment centre	Comprehensive Hygiene and Cleaning	600m ²	30
3 rd Floor Parliament, Cape Town	Hygiene Services Only	± 900m ²	15

Building Size	
Site	Details
40 Church Square	<ul style="list-style-type: none"> Tiles – 250m²; Laminated Wooden Floors – 375m² Courtyard paving (Including the outside entrance; parameters) – 500m²; Underground parking concrete surface; and Building carpeted surface – 4000m².

240 Madiba Street Building	<ul style="list-style-type: none"> • Vinyl tiles – 2016m²; • Mezzanine floor – 400m²; • Ground Floor – 160m²; • TIC building vinyl/porcelain tiles – 270m²; • TIC carpeted – 338m²; • Carpeted area – 25216m²; and • Courtyard Paving and outside parameters 100m².
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1.4.1 Bid Full List

(a) 240 Madiba Street, Pretoria

Floors	Kitchens	Female		Male		Disabled	
30	31	Toilets	44	Toilets	41	Toilets	3
		Basins	31	Basins	28		
				Urinals	43	Basins	3

The following numbers of cleaners are required:

31	General cleaners
5	Cleaners (bathrooms and staircases)
23	Refreshments coordinators
3	Full-time Supervisor
62	Total number of cleaners required

EQUIPMENT – 240 MADIBA STREET BUILDING

All equipment needs to be of an acceptable quality standard. An acceptable quality standard would be equipment of a brand name that is recognised within the facilities management industry as being durable in construction, reliable in service and SABS approved. If the supplied equipment is not SABS approved, the service provider will have to replace it with an SABS compliant equipment.

National Treasury will inspect the condition of the following cleaning equipment that is needed (before the contract starts):

15	Vacuum cleaners
34	Brooms
34	Mops
34	Buckets
90	Toilet Brushes
40	Scrubbing Brushes
40	Dust pans
1	SABS approved Ladder (4m)
1	SABS Approved Ladder (2m)
1	Industrial carpet washer (permanently on site)
1	Industrial wet and dry vacuum
1	Extension cord per floor

Sufficient and separate gloves for each area should be provided for the cleaning of the bathrooms (green) and kitchens (yellow) general areas (green). These gloves should be replaced monthly.

We require proper cleaning cloth for various areas in colour codes as follows:

- a) Red for bathroom purposes.
- b) Yellow for the workstations and equipment amongst other telephone equipment and computers; and
- c) Blue or green for the kitchens

(b) 40 Church Square, Pretoria

Floors	Kitchens	Female		Male		Disabled	
6	9	Toilets	24	Toilets	13	Toilets	3
		Basins	20	Basins	16		
				Urinals	14	Basins	3

CLEANERS NEEDED – 40 CHURCH SQUARE BUILDING

The following number of cleaners is needed:

1	Full-time Supervisor
10	General Cleaners
2	Cleaner (Bathrooms)
3	Cleaner (Balconies, Courtyard and Parking bays & entrance paved areas)
8	Refreshment Coordinators
24	Total number of cleaners required

EQUIPMENT – 40 CHURCH SQUARE BUILDING

All equipment needs to be of an acceptable quality standard. An acceptable quality standard would be equipment of a brand name that is recognised within the facilities management industry as being durable in construction, reliable in service and SABS approved. If the supplied equipment is not SABS approved, the service provider will have to replace it with an SABS compliant equipment.

The National Treasury will inspect the condition of the following cleaning equipment that is needed (before the contract starts) for the recommended bidder.

7	Vacuum cleaners
3	Hard brooms
11	Soft brooms
14	Mops
18	Buckets
1	High pressure water washer and hose pipes
1	Industrial strength steam cleaner (similar or equal to the gemini)
1	Industrial polisher
1	Buffer scaffolding for windows
1	Sabs approved ladder (10m)
2	Sabs approved ladders (1m)

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10	Scrubbing brushes
40	Toilet brushes
18	Dust pans set
1	Carpet shampoo machine
1	Stripping machine

(c) 3rd Floor Parliament, 120 Plein Street, Cape Town

Floors	Kitchens	Female		Male		Disabled	
1 (3 rd Floor)	2	Toilets	4	Toilets	2	Toilets	3
		Basins	2	Basins	2		
			Urinals	2	Basins	3	

EQUIPMENT – 120 Plein Street, Cape Town

The site only has hygiene services requirement, which will be the installation of equipment and provision of consumables.

1.4.2 Services List – Bill of Quantities (Rental equipment installations)

SITE: 240 MADIBA BUILDING & 40 CHURCH SQUARE

Colour of the items below, to match existing (white). Biohazard bins with foot pedal - yellow

ITEM	ITEM DESCRIPTION	QUANTITY	REMARKS
1	Sensory hand towel dispenser	96	Installed, serviced and maintained
2	Wall bin with liners	95	Installed, serviced and maintained
3	She bin with perfume bags liners	74	Installed, serviced and maintained
4	Auto sanitizer dispenser	182	Installed, serviced and maintained
5	Air freshener dispenser	71	Installed, serviced and maintained
6	Foam soap dispenser	65	Installed, serviced and maintained
7	Toilet roll holder (tr3)	127	Installed, serviced and maintained
8	Foam seat sanitizer dispenser	127	Installed, serviced and maintained
9	Auto flush dispenser	56	Installed, serviced and maintained
10	Hand sanitizer	1(Sick Room/Bay)	Installed, serviced and maintained
11	BIOHAZARD Bins	44	Serviced & maintained

SITE: OFFICE OF THE MINISTRY 40 CHURCH SQUARE			
11	Toilet roll holder silver	2	Installed, serviced and maintained
12	Wall bin small silver	2	Installed, serviced and maintained
13	Auto sanitizer dispenser silver	1	Installed, serviced and maintained
14	Air freshener dispenser silver	2	Installed, serviced and maintained
15	Liquid soap dispenser silver	2	Installed, serviced and maintained
16	Foam seat sanitizer dispenser silver	2	Installed, serviced and maintained
17	Mystique paper cabinet silver	2	Installed, serviced and maintained
18	BIOHAZARD Bins	12	Serviced & maintained
SITE: CAPE TOWN OFFICES			
18	She bin sateen	4	Installed, serviced and maintained
19	Air freshener dispenser sateen	3	Installed, serviced and maintained
20	Toilet roll holder sateen	4	Installed, serviced and maintained
21	Seat spray dispenser sateen	6	Installed, serviced and maintained
22	Auto janitor dispenser sateen	6	Installed, serviced and maintained
23	Foam soap dispenser sateen	6	Installed, serviced and maintained
24	Wall bin sateen	5	Installed, serviced and maintained
25	Cormatic cabinet sateen	5	Installed, serviced and maintained
26	Condom dispenser	2	Installed, serviced and maintained
27	BIOHAZARD Bins	1	Serviced and maintained
1.4.3. Services List – Bill of Quantities (Consumables)			
SITE: 40 CHURCH SQUARE			
ITEM	ITEM DESCRIPTION	QUANTITY	REFILL INTERVALS
1	Paper towel mystique roll	7	Monthly
2	Toilet paper 1 ply 48 rolls per pack	35 X 48	Monthly
3	Toilet paper 2 ply 48 rolls per pack	2 X 48	Monthly
4	Air freshener	33	Monthly

5	Auto sanitiser purinel	52	Monthly
6	Paper towel 1 ply 6 rolls per pack	20 X 6	Monthly
7	Foam soap	33	Monthly
8	Urinal fresh screen	2	Monthly
9	She bins	24	weekly
10	BIOHAZARD Bins – Mask collection	12	Weekly
11	Seat sanitiser	39	Monthly
SITE: 240 MADIBA BUILDING			
1	Toilet paper 1 ply 48 rolls per pack	120 X 48	Monthly
2	Air freshener	42	Monthly
3	Auto sanitiser purinel	132	Monthly
4	Paper towel 1 ply 6 rolls per pack	55 X6	Monthly
5	Foam soap	46	Monthly
6	She bins	44	weekly
7	Seat sanitiser	90	Monthly
8	Urinal fresh screen	42	Monthly
9	BIOHAZARD Bins – Mask collection	44	Weekly
SITE: CAPE TOWN			
1	Toilet paper 2 ply 48 rolls per pack	48	Quarterly – every 3 months
2	Air freshener	3	Monthly
3	Auto sanitiser purinel	6	Monthly
4	Paper towel 2 ply 6 rolls	1	As and when required
5	Foam soap	5	As and when required
6	Seat sanitiser	5	As and when required
7	Toilet paper 2 ply 48 rolls per pack	48	As and when required
8	She bins	3	Weekly
9	BIOHAZARD Bins – Mask collection	1	Weekly

1.4.4. Services List – Bill of Quantities (Curtains)

Area	m ²	Frequency
DG's Office	21.28	Biannual
DG's Reception	47.84	Biannual
Second Boardroom	31.92	Biannual
Budget Council	732.6	Biannual
Minister & Deputy Minister	54.43	Biannual

1.4.5. Services List – Bill of Quantities (Windows)

SITE	ITEM DESCRIPTION	QUANTITY	REMARKS & FREQUENCY
240 MADIBA BUILDING	each floor has windows	All windows in all floors	Inside wash only quarterly
40 CHURCH SQUARE	each floor has windows	All windows in all floors	Inside wash quarterly and outside biannually

1.4.6. Services List – Bill of Quantities (Establishment/Overheads)

Total number of cleaners required	86
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SERVICE COSTINGS – See Annexure A - Three (3) year pricing schedule

(A) Equipment installations and maintenance

SECTION	DESCRIPTION	Monthly Rate	Total cost (3 years)
240 Madiba Building & 40 Church Square	Rental equipment installations	R	R
Office of The Ministry – 40 Church Square	Rental equipment installations	R	R
Cape Town Offices	Rental equipment installations	R	R
SUB TOTAL			R

(B) Consumables

SECTION	DESCRIPTION	Monthly Rate	Total cost (3 years)
240 Madiba Building & 40 Church Square	Supply of consumables	R	R
Office of The Ministry – 40 Church Square	Supply of consumables	R	R
Cape Town Offices	Supply of consumables	R	R
SUB TOTAL			R

(C) Curtain washing and upkeep

SECTION	DESCRIPTION	Monthly Rate	Total cost (3 years)
40 Church Square	Ministry Floor (including boardrooms)	R	R

	and Budget Council (888.07m ²)		
SUB TOTAL			R

(D) Window washing and upkeep

SECTION	DESCRIPTION	Monthly Rate	Total cost (3 years)
240 Madiba Building	Supply of consumables	R	R
40 Church Square	Supply of consumables	R	R
SUB TOTAL			R

(E) Cleaning & deep Cleaning (carpet areas, toilets, Bio-kill)

SECTION	DESCRIPTION	Monthly Rate	Total cost (3 years)
240 Madiba Building & 40 Church Square	Carpet Cleaning (Incl. high traffic areas)	R	R
	Deep Cleaning of Carpets area	R	R
	Deep cleaning of Ablutions	R	R
	Bio-kill (as and when needed)	R	R
SUB TOTAL			R

(F) Overhead Costs

SECTION	DESCRIPTION	Monthly Rate	Total cost (3 years)
240 Madiba Building	Supply of work force (62 in total)	R	R
40 Church Square	Supply of work force (24 in total)	R	R
SUB TOTAL			R

SUMMARY OF COSTS:

SECTION	DESCRIPTION	Total cost (3 years)
(A)	Equipment installations and maintenance	R

(B)	Consumables	R
(C)	Curtain washing and upkeep	R
(D)	Window washing and upkeep	R
(E)	Cleaning & deep Cleaning (carpet areas, toilets, Bio-kill, upholstery & curtains)	R
(F)	Overhead Costs	R
GRAND TOTAL		R

DEEP CLEANING AND HYGIENE SERVICE - PER UNITS IN THE BATHROOMS & KITCHENS

240 Madiba Street, Pretoria

Floors	Kitchens	Female		Male		Disabled	
30	31	Toilets	44	Toilets	41	Toilets	3
		Basins	31	Basins	28		
				Urinals	43	Basins	3

40 Church Square, Pretoria

Floors	Kitchens	Female		Male		Disabled	
6	9	Toilets	24	Toilets	13	Toilets	3
		Basins	20	Basins	16		
				Urinals	14	Basins	3

(a) Cleaning Services

Area	Service Specification
Contents of each room All surfaces and partition All artwork and frames Wooden panels and partitions	a) Unless otherwise stated, the under-mentioned should be dusted every day with a soft cloth or a duster, which is recommended specifically for this purpose, and should be cleaned daily ; and b) Archives and stock items in storerooms should be dusted on request , or at least once a week .
AREA OUTSIDE THE BUILDING – RECEPTION/ COURTYARD	a) These areas must be swept and washed on a daily basis to remove dust and leaves; and b) Paving is to be hosed with high pressure water hose nozzle with clean water and scrubbed weekly as well as the taking out of weeds.
CURTAINS	a) Curtains situated on the ground and second floor on 40 Church Street should be removed and washed once a year; and b) Voile should be washed as and when instructed throughout the year.

DOORS	<ul style="list-style-type: none"> a) Remove all dirty spots on wooden and aluminium doors – daily. b) Polish doorknobs with an approved metal polish where applicable – weekly c) Wash all glass doors (inside and outside) with a degreasing agent and equipment that will not scratch the surface, as required – weekly or on request.
GLASS PARTITIONING	Wash all full-height and low-level glass partitioning – weekly .
ELEVATORS	Clean all elevators inside and outside with degreasing agent using a cloth that will not scratch the surface – daily .
FURNITURE	<ul style="list-style-type: none"> a) Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy, should not be greasy, and should not come off on anything it comes into contact with ac contact with after it has been polished – weekly; b) Do not polish any laminated furniture; c) Damp wash all desk surfaces with an approved 70% alcohol based disinfectants 3 times daily d) Remove all dirty spots from glass tops, desks and other furniture such as, bookcases, empty shelves in a proper way – daily; e) Damp-Wash wash arts of furniture covered in leather or imitation leather – daily; f) Treat upholstered or leather covered parts of furniture with an approved agent – monthly; g) Vacuum those parts of furniture covered with fabric – weekly; h) Wipe telephones with a damp cloth using a suitable diluted disinfectant – daily; i) Antique furniture to be polished with wood oil weekly; j) All upholstery furniture (±1533) e.g. chairs; couches must be shampooed and washed twice a year with approved SABS products; and k) Modesty panels need to be steam cleaned twice a year with an industrial steam cleaner.
STAIRS AND BALUSTRADES	<ul style="list-style-type: none"> a) Wipe banisters with a damp cloth – daily; b) Use polish on wooden banisters that will not scratch the surface, as required – monthly; c) Clean all visible pipes – daily; d) Balustrades to be polished weekly with SABS approved metal polish; and e) Emergency staircases must be cleaned and kept free of obstructions on a weekly basis.
FLOORS	<ul style="list-style-type: none"> a) Clean all floors in order to maintain a high gloss – daily; b) Should entry to offices or high traffic make it difficult to treat floors, it should be done after office hours; and c) Wash floors with an appropriate disinfectant – daily.
VINYL: VINYL LINOLEUM, ASPHALT, RUBBER AND SIMILAR COATINGS	<ul style="list-style-type: none"> a) The relevant surface should be properly cleaned and where necessary old polish should be removed with an appropriate agent; and b) If a polish-remover is used, the floor should be rinsed with clean water and dried properly.

<p>WOODEN FLOORS & PARQUET</p>	<p>(Only at 40 church Square Building)</p> <p>a) Sweep and remove all dirty marks — daily;</p> <p>b) Polish with SABS approved non-slip polish, should be done after the floor has been wiped with a damp mop; and</p> <p>c) Various areas:</p> <ul style="list-style-type: none"> • High Traffic e.g. passages ways – apply polishing agent and polish — weekly; • Offices — apply polishing agent and polish — weekly; and • As soon a slight layer of old polish has built up, it should be scrubbed off and a new coat re-applied. This must be negotiated first with the Directorate: Facilities Management.
<p>CARPETS (wall-to-wall and loose)</p>	<p>a) Vacuum all carpets — weekly;</p> <p>b) Thorough vacuuming as follows:</p> <p>c) High Traffic, e.g. passages ways — daily Offices and Conference Facilities — daily;</p> <p>d) Clean spots or stains immediately on a daily basis. Guard against the use of cleaning agents that could damage or discolour the carpets;</p> <p>e) The carpets should then be washed with an appropriate and SABS approved carpet washing machine. When carpets are washed, dirty marks or stains should be removed after which the carpet should be thoroughly vacuumed. It should be ensured at all times that the carpets do not become excessively wet. All water should be removed until the carpets are damp only. Occupants should be requested not to walk on the damp carpets, if possible. Washing of carpets will be done twice a year (or when requested) for all areas with carpets, after office hours; and</p> <p>f) Carpet must be washed once a month after-hours in the following high traffic areas:</p> <p>240 Madiba Street</p> <ul style="list-style-type: none"> • 1st Floor, TIC, Ground Floor and 3rd Floor <p>40 Church Square</p> <ul style="list-style-type: none"> • Lower Ground, Ground Floor and 2nd Floor (Ministry)
<p>OUTDOOR CONCRETE SURFACES AND PAVING</p>	<p>a) Balconies, passageways, footways and water canals should be swept with appropriate brooms and dirty spots removed — daily;</p> <p>b) Pick up all rubbish on paving — daily;</p> <p>c) Sweep paving with a hard broom — daily;</p> <p>d) Walkways should be washed and scrubbed with soap and water — weekly; and</p> <p>e) Sanitize floors as and when necessary.</p>
<p>PARKING AREAS, GARAGES, AND LOADING ZONES</p>	<p>a) Clear all conspicuous rubbish — daily;</p> <p>b) Remove oil, petrol and brake fluid stains with an appropriate approved cleaning agent — weekly;</p> <p>c) Sweep parking area daily;</p> <p>d) De-weed parking areas; and</p> <p>e) Wash parking area as and when required with industrial floor scrubber, after-hours or weekend at whatever period agreed on.</p>

STORE-ROOM:	<p>STORE-ROOM:</p> <p>a) Storerooms must be cleaned on a weekly basis; and</p> <p>b) The following store-rooms based at 240 Madiba Street must be cleaned:</p> <ul style="list-style-type: none"> • Previous Salzburg restaurant; and • P1 Store rooms.
RUBBISH REMOVAL	<p>a) Empty all waste bins in office, kitchen, bathrooms and general areas in the morning and afternoon – daily;</p> <p>b) All rubbish bins should be washed with an approved disinfectant;</p> <p>c) Sufficient rubbish bags need to be provided daily by the service provider to outline the bins in the kitchens, bathrooms or where necessary;</p> <p>d) All rubbish bags will be removed from the containers with the rubbish intact and the containers will be outlined with new bags daily;</p> <p>e) Empty and wash all large bins outside conference rooms – three times a day;</p> <p>f) The contents of waste bins and other office rubbish should be removed;</p> <p>g) neatly in bags and deposited to the collecting points of rubbish bins provided for this purpose;</p> <p>h) Rubbish bags may not be dragged across floors or carpet tiles as the floors may be damaged;</p> <p>i) The service provider will be responsible for sorting waste paper for rendering to waste paper dealers. The manner of disposal should be indicated – and be done on a daily basis;</p> <p>j) Leaves, paper and other debris falling on or blowing onto the premises should be collected and placed in plastic bags to be provided by the service provider, and put in an appropriate place on the premises; and</p> <p>k) Additional black bags for all shredding machines for 240 Madiba Street & 40 Church Square must be provided by the service provider.</p>
KITCHENS	<p>a) Kitchen floors to be washed – daily;</p> <p>b) Counters top to be washed – daily;</p> <p>c) Cupboards to be cleaned and washed inside weekly to avoid infestation; and</p> <p>d) Fridges to be defrosted and cleaned – once a month or as and when required.</p>
BATHROOMS	<p>a) Bathroom floors to be washed – daily;</p> <p>b) Counters tops to be washed – daily;</p> <p>c) Toilet pans, covers, urinals, basins, towel rails and taps are to be cleaned with SABS approved disinfectant – twice a day;</p> <p>d) SABS approved chemical should be put into toilet pans to prevent deposits forming – weekly;</p> <p>e) All mirrors should be cleaned and polished with SABS approved chemicals – daily;</p> <p>f) Approved agents should be put in basins and urinals to prevent clogging – weekly;</p> <p>g) Glazed and enamel surfaces should be washed with an approved liquid agent, no abrasives or scouring materials may be used; and</p> <p>h) Toilet papers to be replenished three (3) times a day (or as per</p>

	need) regularly during the day.
BRASS ITEMS	<ul style="list-style-type: none"> a) Should be cleaned – daily; b) Should be polished with Brasso or another similar SABS approved chemical and equipment that will not scratch the surface, as required – weekly or on request; and c) High rise brass items cleaned monthly.
	<p>The following tasks will be expected from the Refreshment Coordinators:</p> <ul style="list-style-type: none"> a) Wash all crockery and maintain proper stock control daily; b) Manage catering requirements for clients; c) Manage (supply & control) all groceries stock on a weekly basis; d) Maintain a clean and healthy catering environment; e) Ensure a hygienic regime for all catering equipment and suppliers; and f) Glasses and water bottles must be cleaned and replenished daily. Sterilise water bottles and jugs weekly.
CLEANING TIME	The servicing times will occur daily during normal office hours (07H00 – 16H00) except where changes are specifically requested by National Treasury.
WINDOWS	<ul style="list-style-type: none"> a) Windows must be washed inside at 240 Madiba Street quarterly or as and when required. Windows at 40 Church Square must be cleaned inside (quarterly) and outside (Biannually); b) The service provider must provide own safety harness when cleaning outside windows; and c) Scaffolding for 40 Church Square must be on-site for the cleaning of windows.
SECURITY SCREENING	<ul style="list-style-type: none"> a) All contractors' employees placed on-site and Directors will be subjected to security screening by SSA (State Security Agency); and b) All contractors' employees on-site must adhere to all applicable National Treasury regulations (e.g. Security, Building Regulations, etc.) c) All contractors' employees will be required to sign oath of secrecy.
FIRE EXTINGUISHERS	The service provider and his employees shall under no circumstances make use of fire hose reels or other fire extinguishers on-site in the activities not attached to the rendering of the services.
WARNING SIGNS	Legible warning notices or signs shall be exhibited as needed where the rendering of the cleaning services may cause injuries to any person(s).
INFLAMMABLE, POISONOUS SUBSTANCES	The service provider shall not use or store any poisonous or highly inflammable substances on the premises without the written consent of the National Treasury for the rendering of the services or any other purposes.
DAMAGE COMPENSATION	The service provider will be held responsible for any damage or thefts that may be caused, to the premises or contents, by him/her or his/her employees or due to their negligence, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the State against the service provider.
COMPLIANCE WITH ACTS AND	The service provider must comply with all the Acts and Regulations applicable to cleaning services.

REGULATIONS	
TRAINING	<ul style="list-style-type: none"> The cleaning and hygiene services staff shall be trained by the service provider in every aspect relating to the handling of all equipment that they use with regards to this contract; and The employer will be held responsible for any damages or injuries arising from any misuse any damages or injuries arising from any negligent use of such equipment by one of their “on-site” staff members.
ABSENTEEISM	Should a staff member not be present at work, a replacement by a security screened employee is required by 10H00 of that day. A service provider should maintain a pool of approved temporary staff.

2 Service Level Specification and Penalties

- All services contemplated herein shall only be applied to the areas as reflected in the above Site List.
- National Treasury Facilities Management shall provide the contractor with a minimum of 2 working days advanced warning on any related service changes requested.
- All critical server rooms shall receive priority service which shall be agreed upon by National Treasury and the contractor on the listed areas.
- All service changes on any of the listed site or areas that will require more than the stipulated/agreed time to resolve will be treated as Project.
- Performance Measurement process will be incorporated into the Service Level Agreement to be signed after the successful bidder has been appointed.
- Service Providers’ Director to hold meetings with National Treasury quarterly and supervisors to have monthly meetings to discuss and resolve issues.
- Service Provider to provide quarterly reports indicating level of compliance to statutes.
- Team Leader to be equipped with office equipment/working tools (laptop, cell phone, etc) to allow them to conduct building inspections and produce reports

2.1 Service Levels			
Service Element	Performance Standards	Priority Level	Target
Provide a comprehensive Hygiene and Cleaning services, complying with all the relevant legislative requirements as well as all relevant National Treasury policies, that the buildings are kept occupationally safe, healthy and befit a conducive working environment.	No failure to comply with legislation and National Treasury policies regarding providing a comprehensive service.	2	100%
Adhere and review if necessary, the schedule and operational methodology for the service that will be operated in line with industrial best practice.	No failure to provide schedule and methodology	3	100%
Manage the waste disposal services for all waste to follow legislative requirements.	No failure to provide a waste disposal service for ablutions.	1	100%
Place on site a management file containing amongst others, company	No failure to provide a detailed site management file.	3	100%

details and other requirements in accordance with OHSWA regulations.			
Provide a comprehensive Hygiene and Cleaning programme.	No failure to provide a comprehensive Hygiene and Cleaning programme.	2	100%
Provide a rapid response to spillages and mechanisms of dealing with “body fluids” in any given situation.	No failure to provide rapid and comprehensive service to situations that includes and not limited to spillages and clearing of human body fluids within an hour of notification.	2	100%
Manage all aspects of the provision of hygiene services and provide a constant supply of consumables within the toilet facilities.	No failure to replenish consumables within the toilet facilities in manner and frequency which ensures the availability of consumables at the point of use at all times.	1	100%
Manage the waste disposal to be in compliance with legislative requirements	No failure to provide a waste disposal services	1	100%
Use only environmentally friendly chemicals that have no secondary effect on the environment.	No failure to use only environmentally friendly chemicals.	3	100%

2.2 Penalties	
Service Level	Consequence
95% to 100%	None (service levels met)
90% to 94.9%	None (service below par, subject to monthly review)
80% to 89.9%	1% total invoice reduction
70% to 79.9%	5% total invoice reduction
60% to 69.9%	20% total invoice reduction
50% to 59.9%	50% total reduction
<50%	100% total invoice reduction and breach of contract

3. Detailed requirements

ITEM NO	DESCRIPTION
3.1	<ul style="list-style-type: none"> The bidder must have a well-established and equipped twenty-four (24) hour contactable emergency services for their staff; and The bidder must furnish details of equipment, etc. <p>NB: The National Treasury holds the right to inspect such equipment at any point during the contract.</p>
	The bidder must have a Site Manager/Team Leader who will be reachable on a twenty-four (24) hours basis.
3.2	It is expected that the bidder shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the Labour Relations Act, 1995 (Act No.66 of 1995). The wages must be in line with the promulgation by the Minister of Labour (comply with

	UIF, Provident Fund)
	Bidders shall be expected to assume duty within four (4) weeks after acceptance of the tender.
3.4	Price escalation fees
	Escalation fees will be affected on every anniversary and in accordance with statutory price pronouncements (in accordance with the Labour Law Gazettes)
3.5	Provision of personnel in emergency situations
	Bidders must undertake to provide a reasonable number of personnel required for the rendering of service at the site during emergency situations.
3.6	
	<p>a) The quality of the service to be rendered must be in accordance with the acceptable standard of the trade concerned; and</p> <p>b) It is the responsibility of the contractor to ensure that personnel in his/her service and especially those deployed at the National Treasury meet the requirements at all times.</p> <p>c) All possible steps shall be taken by the contractor to ensure that the contract, intended execution of this agreement will take place. These steps include, inter alia, the following:</p> <ul style="list-style-type: none"> • The protection of state officials from injury, death or any other offences, including offences referred to in all Schedules of the Criminal Procedure Act, 1977 (Act 51 of 1977); • The protection of state property at the intended sites and the protection of said property against damage, vandalism, or theft; • The protection of Information; and • Ensure that there is no interruption of the National Treasury business process.
3.7	Service personnel
	<p>a) The National Treasury holds the right to screen and interview the Cleaning and Hygiene Services Personnel supplied to render the service within seven (7) days after commencement of the service and verbally request an immediate replacement should the personnel not meet the criteria or perform to the accepted standard; and</p> <p>b) The bidder must submit a recent South African Police Service Criminal Record Centre record clearance certificate (at his/her own expense) to the National Treasury Security Manager, in respect of all personnel he/she supplies to render the service, within fourteen (14) days after commencement of the service</p>

3.8

	<ul style="list-style-type: none"> a) Directors of the company shall be subjected to a security vetting upon commencement of the contract; b) All the personnel, general personnel and management involved with the National Treasury shall at the commencement of this contract be security screened by the State Security Agency; c) All personnel of the company including directors shall sign a “Declaration of Secrecy” upon commencement of the contract; d) The Site Manager, Supervisors and Cleaning and Hygiene Services Personnel must sign an undertaking in which they declare that they will refrain from any action which might be to the detriment to the National Treasury or the state in general; e) Site Manager, Supervisor and Cleaning and Hygiene Services Personnel are prohibited from reading documents or records in offices or handling thereof; and f) No information concerning the state’s activities may be furnished to the public or media by the contractor or any of his/her employees.
3.9	
	<p>The following general requirements apply:</p> <ul style="list-style-type: none"> a) At all times Cleaning and Hygiene Services Personnel must present an acceptable image and appearance which includes amongst others, grooming and other requirements; and b) The Team Leader, Supervisors and Cleaning and Hygiene Services Personnel must always present a dedicated attitude.
3.10	
	<ul style="list-style-type: none"> a) The contractor shall ensure that, at the commencement of the contract, all Cleaning and Hygiene Services Personnel are & deployed in complete uniform. The uniform for the Cleaning and Hygiene Services Personnel shall be according to industry standard. Non-compliant personnel will be denied access to National Treasury premises b) Bidders must keep proper site files as well as appropriate documents of all personnel, who are employed for rendering the service to the National Treasury. These documents must be available for inspection by representatives of the National Treasury. c) The appropriate documents shall include, inter alia, the following: academic qualifications, training certificates, and medical certificates.
3.11	
	<p>The contractors shall furnish a monthly and quarterly report of the cleaning services, problems, etc. which transpired in the previous month to the National Treasury’s Facilities Manager.</p>
3.12	

	<p>a) A thorough inspection of the service shall be performed by Departmental officials as well as the contractor every three (3) months or as and when required by National Treasury;</p> <p>b) The Department retains the right to inspect the service rendered by the contractor at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification; and</p> <p>c) The Department retains the right to require from the contractor, that any of his/her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site forthwith. The Department will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.</p>
3.13	
	<p>a) The contractor' personnel must at all times refrain from littering and keep the grounds/building/work area occupied by them clean, hygienic and neat;</p> <p>b) Under no circumstances will any Service personnel be allowed to trade on the premises;</p> <p>c) The contractor shall not erect or display any sign, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever, in or to the Department's buildings or sites or any part thereof without written consent. The contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable; and</p> <p>d) Any sign, printed matter, painting, name plates, advertisements, article or object displayed without written consent, or which is regarded as objectionable or undesirable will immediately be removed. The contractor shall be held responsible for the costs of such removal.</p>
3.14	
	<p>The contract is for a period of three (3) years subject to annual reviews and the National Treasury reserves the right to terminate the contract at any state with one (1) month's written notice if National Treasury feels that the services are rendered unsatisfactorily. This will be done in line with National Treasury Regulations.</p>

Mandatory Requirements

A paper-based administrative evaluation will be carried out on all the bids received and if the under-mentioned documentation is not signed or attached such a bid will be eliminated from any further evaluation.

- Proof of company registration on Central Supplier Database Registration (CSD).
- Proof of valid registration with any Cleaning Body Association.
- The bidder must be in compliance with the Compensation for Occupation Injuries and Diseases Act (COIDA) of 1993 (amended in 1997) and submit a valid Letter of Good Standing or valid proof of registration.
- A valid copy of Public Liability Insurance Cover for the company and the total cover available to the value of R3 million
- Valid proof of Provident Fund Compliance
- Team leader and Supervisor to have Level 1 First Aid Training (provide valid competence certificate as proof).

FAILURE TO ADHERE TO THE MANDATORY REQUIREMENT STATED ABOVE WILL LEAD TO DISQUALIFICATION

4. Evaluation Criteria

Stage 1a: FUNCTIONALITY EVALUATION

No	Criteria	Weights	Scoring
1.	<p>COMPANY EXPERIENCE:</p> <p>The bidder must provide a minimum of 3 reference letters from business organizations (entities) that have used the Bidder to provide cleaning services in the past five (5) years (contactable references will be verified).</p> <p>Each letter must include the following information:</p> <ul style="list-style-type: none"> • Client name and industry • The contact person, phone number and company business address • Contract period • The value of the contract awarded • State the number of personnel who were employed to deliver the services and brief description of the project scope. <p><i>NB: The bidder must provide written references from its own clients, and not that of its sub-contractors.</i></p>	40%	<p>5- Excellent 5 or more reference letters submitted reflecting all items and discussed in detail.</p> <p>4- Very Good 4 reference letters submitted reflecting all items.</p> <p>3 -Good 3 reference letters submitted reflecting all the items.</p> <p>2- Average 2 reference letters submitted reflecting some items with little to no detail.</p> <p>1 – Poor 0-1 reference letters submitted.</p>
2.	<p>Project Plan:</p> <p>Provide a detailed proposal to indicate how the services described in the terms of reference will be executed, monitored and controlled. The proposal should address the following aspects:</p> <ul style="list-style-type: none"> • Staff capacity • Outline delivery schedule & timetable • Contingency plan • Environmental Controls • Health & Safety 	30%	<p>5- Excellent Proposal addresses 5 or more criterion aspects</p> <p>4- Very Good Proposal addresses 4 of the criterion aspects</p> <p>3 -Good Proposal addresses 3 of the criterion aspects</p> <p>2- Average Proposal addresses 2 of the criterion aspects</p> <p>1 – Poor Proposal addresses 1 of the criterion aspects</p>

3.	<p>Team Leader Experience:</p> <p>Bidder must attach the Team Leaders CV indicating experience of a minimum of 5 years in the Team Leader Role in the Cleaning or Hygiene Industry with a Minimum Matric certificate (Grade 12) or equivalent or higher (attach a copy as proof of qualification).</p> <p>NB: Bidder with no proof of qualification will be allocated the lowest point(s).</p> <p>Note: Years of experience will be calculated from Team Leader work history as listed under (Starting date & end dates in months & years must be clearly stated in the CV)</p>	15%	<p>5 = 8 or more years relevant experience</p> <p>4 = 6 to 7 years relevant experience</p> <p>3 = 5 years relevant experience</p> <p>2 = 3 to 4 years relevant experience</p> <p>1= less than 2 years' experience</p>
4.	<p>Supervisor Experience:</p> <p>Bidder must attach the Supervisor CV indicating experience of a minimum of 3 years in the Supervisor Role in the Cleaning or Hygiene Industry with a Minimum Grade 10 or higher (attach a copy).</p> <p>NB: Bidder with no proof of qualification will be allocated the lowest point(s).</p> <p>Note: Years of experience will be calculated from Supervisor work history as listed under (Starting date & end dates in months & years must be clearly stated in the CV)</p>	15%	<p>5 = 6 or more years relevant experience</p> <p>4 = 4 to 5 years relevant experience</p> <p>3 = 3 years relevant experience</p> <p>2 = 2 years relevant experience</p> <p>1= less than 1 year experience</p>
	Minimum Threshold	70%	
	Total	100%	
<p>Bidders who did not meet a minimum threshold of 70 % on Technical Evaluation Criteria will be disqualified for further evaluation on in Site Inspection</p>			

Stage 1b: SITE INSPECTION

National Treasury reserves the right to conduct site inspections and take pictures for evidence.

A compulsory site inspection will be conducted for shortlisted bidders. The company must have a physical office/site to evaluate the infrastructure setup, Human Resources Management and Equipment. Below is the evaluation criteria for the site inspection:

No	Criteria	Weight	Scoring criteria
1.	<p>Office Space: Fully functional premises with an office space which includes the following items.</p> <ul style="list-style-type: none"> • Proof of Lease Agreement / Title Deed • Storage Facility • Compliance with OHS Act • Cleanliness of the facility/office & storages <p><i>(The following can be provided as proof of ownership for the service provider and must also be made available during the site inspection</i></p> <ol style="list-style-type: none"> 1. Proof of ownership or lease agreement of office building (valid lease agreement) 	40%	<p>5- Excellent Fully functional office space with high quality and equipment provided for the 4 items together with proof of ownership of the office(s).</p> <p>4- Very Good Functional office space with all 3 items provided together with proof of ownership of the office(s).</p> <p>3- Good Office Space provided with 2 items including proof of ownership of the office(s).</p> <p>2- Average Office Space provided with 1 items and no proof or ownership of the office(s).</p> <p>1-Poor No office space</p>
2.	<p>Human Resources Management The following must be submitted:</p> <ul style="list-style-type: none"> • Recruitment Policy/Strategy • Labour Relations Policies • Staff Compliment • Organogram • Payroll Administration • A bank reference letter indicating the good financial health or good standing of a client 	30%	<p>5- Excellent All 6 items demonstrated together with the relevant documentation. A demonstration of how the 6 items are used to achieve operational efficiency.</p> <p>4- Very Good 5 items demonstrated together with the relevant documentation.</p> <p>3- Good 4 items demonstrated with some documentation.</p> <p>2- Average 3 items demonstrated with some documentation.</p> <p>1-Poor 2 or none of the items demonstrated and no documentation.</p>
3.	<p>Equipment Demonstrate sufficient equipment to undertake the required service guided by below.</p> <ul style="list-style-type: none"> • PPE/Uniform for staff • Equipment/tools of trades availability (Provide register) • Stock availability • Vehicles (Provide proof of 	30%	<p>5- Excellent Demonstration and clear articulation all 4 items with evidence and correlating information. Provided evidence of availability of equipment</p> <p>4- Very Good Demonstration and clear articulation only 3 items with evidence and correlating information.</p> <p>3- Good Demonstration of only 2 of the items.</p>

	vehicles ownership/lease)		2- Fair Demonstration of only 1 of the items. 1-Poor Only 1 or none of the items demonstrated or None of the items demonstrated.
	Total	100%	
	Threshold	70%	
Bidders who did not meet a minimum of 70% for site inspection will be disqualified for further evaluation on price and Specific goals.			

5. SPECIFIC GOALS

Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022

5.1 This preference form (SBD 6.1) must form part of all tender responses. It contains general information and serves as a claim form for preference points for specific goals. 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 the table below as may be supported by proof/ documentation stated in the conditions of this tender.

5.2 Specific goals for the tender and points claimed are indicated per the table below. The 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.

Before completing this form, tenderers must study the general conditions, definitions and directives applicable in respect of the tender and preferential procurement regulations, (2022)

5.3 Specific goals allocation table

#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	The company owned by people who are Youth. <ul style="list-style-type: none"> • 100% company owned by people who are Youth = 5 points • ≥51% and <100% company owned by people who are Youth = 3 points • >0% and <51% company owned by people who are Youth = 1 point • 0% company owned by people who are Youth = 0 point 	5 points	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status: <ul style="list-style-type: none"> • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • CSD report/ CSD registration number (MAAA number) • B-BBEE Certificate of the tendering company. • Consolidated B-BBEE certificated if the tendering company is a

2.	<p>The company owned by Historically Disadvantaged Individuals (HDI) (Black).</p> <ul style="list-style-type: none"> • 100% company owned by HDI = 5 points • ≥51% and <100% company owned by HDI = 3 points • >0% and <51% company owned by HDI = 1 point • 0% company owned by HDI = 0 point 	5 points	<p>Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).</p> <ul style="list-style-type: none"> • Agreement for a Consortium, Joint Venture, or Trust.
3.	<p>The company owned by HDI (Women).</p> <ul style="list-style-type: none"> • 100% company owned by HDI = 5 points • ≥51% and <100% company owned by HDI = 3 points • >0% and <51% company owned by HDI = 1 point • 0% company owned by HDI = 0 point 	5 points	
4.	<p>The company owned by HDI (people who are disabled).</p> <ul style="list-style-type: none"> • 100% company owned by HDI = 5 points • ≥51% and <100% company owned by HDI = 3 points • >0% and <51% company owned by HDI = 1 point • 0% company owned by HDI = 0 point 	5 points	

6. DUTIES OF THE SITE MANAGER AND SUPERVISORY TEAM

Advice National Treasury's Director: Facilities Management on any service-related issues.

ANNEXURE A - PRICING SCHEDULE FOR THREE (3) YEARS

	Section	Description	Year 1 costs per annum.	Year 2 costs per annum.	Year 3 costs per annum.	Total annual cost (excluding VAT)
a) Equipment Installations and Maintenance	240 Madiba Building & 40 Church Square	Rental Equipment Installations	R	R	R	R
	Office of the Ministry – 40 Church Square	Rental Equipment Installations	R	R	R	R
	Cape Town Offices	Rental Equipment Installations	R	R	R	R
b) Consumables	240 Madiba Building & 40 Church Square	Supply of Consumables	R	R	R	R
	Office of the Ministry – 40 Church Square	Supply of Consumables	R	R	R	R
	Cape Town Offices	Supply of Consumables	R	R	R	R
c) Curtain Washing and Upkeep	40 Church Square	DG/M office and boardrooms (888.07 m²)	R	R	R	R
d) Window washing and upkeep	240 Madiba Building	Supply of Consumables	R	R	R	R
	40 Church Square	Supply of Consumables	R	R	R	R
e) Cleaning & deep Cleaning @ 240 Madiba & 40 church	240 Madiba & 40 Church	Carpet Cleaning (Incl. high traffic areas)	R	R	R	R
	240 Madiba & 40 Church	Deep Cleaning of Carpets area	R	R	R	R
	240 Madiba & 40 Church	Deep cleaning of Ablutions	R	R	R	R
	240 Madiba &	Upholstery & Curtains	R	R	R	R

	40 Church					
	240 Madiba & 40 Church	Bio-kill treatment (as and when needed)	R	R	R	R
f) Overhead Costs	240 Madiba Building	Supply of work force (62 in total)	R	R	R	R
	40 Church Square	Supply of work force (24 in total)	R	R	R	R
Sub Total						R
Vat						R
Grand Total (Bid Price in RSA Currency of Value Added Tax for a of 36 months)						R



Special Conditions of Contract

NT008-1-2024

APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE HYGIENE AND CLEANING SERVICES FOR THE NATIONAL TREASURY BUILDINGS (240 MADIBA STREET, TENDER INFORMATION CENTRE WING, 40 CHURCH SQUARE IN PRETORIA CBD AND 3RD FLOOR PARLIAMENT OFFICES AT 120 PLEIN STREET IN CAPE TOWN) FOR A PERIOD OF THREE (3) YEARS

CLOSING DATE: 01 NOVEMBER 2024 AT 11:00

VALIDITY PERIOD: 90 DAYS

S U P P L Y C H A I N M A N A G E M E N T

A LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract takes precedence.

B. EVALUATION PROCESS AND CRITERIA

1. EVALUATION PROCESS

- 1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

1.1.1 Phase 1A: Initial screening process

- a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:
- Business registration, including details of directorship and membership.
 - Bank Account holder information.
 - In the service of the State status.
 - Tax compliance status.
 - Identity number.
 - Tender default and restriction status; and
 - Any additional and supplementary verification information communicated by National Treasury.

b) Administrative compliance

Duly completed and signed.

- Invitation to bid – SBD 1
- Pricing schedule SBD 3.3
- Declaration of interest–SBD 4
- Preference Point Claim Form – SBD 6.1
- Provide ID copies for all managing Directors.

- CIPC

1.1.2 Phase 1B: Functionality evaluation as per attached Terms of Reference

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:
- Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- The technical proposal will be scored out of 100 points, with a minimum threshold of 70% required. Bidders that do not meet the minimum functionality threshold of 70% will not be considered for further evaluation. Bidders will be evaluated on the functionality evaluation criteria in a table below:

Table 1: Summary of functional/Technical Evaluation Criteria

Stage 1a: FUNCTIONALITY EVALUATION

No	Criteria	Weights	Scoring
1.	<p>COMPANY EXPERIENCE:</p> <p>The bidder must provide a minimum of 3 reference letters from business organizations (entities) that have used the Bidder to provide cleaning services in the past five (5) years (contactable references will be verified).</p> <p>Each letter must include the following information:</p> <ul style="list-style-type: none"> • Client name and industry • The contact person, phone number and company business address • Contract period • The value of the contract awarded 	40%	<p>5- Excellent 5 or more reference letters submitted reflecting all items and discussed in detail.</p> <p>4- Very Good 4 reference letters submitted reflecting all items.</p> <p>3 -Good 3 reference letters submitted reflecting all the items.</p> <p>2- Average 2 reference letters submitted reflecting some items with little to no detail.</p>

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	<ul style="list-style-type: none"> State the number of personnel who were employed to deliver the services and brief description of the project scope. <p>NB: The bidder must provide written references from its own clients, and not that of its sub-contractors.</p>		<p>1 – Poor 0-1 reference letters submitted.</p>
2.	<p>Project Plan:</p> <p>Provide a detailed proposal to indicate how the services described in the terms of reference will be executed, monitored and controlled. The proposal should address the following aspects:</p> <ul style="list-style-type: none"> Staff capacity Outline delivery schedule & timetable Contingency plan Environmental Controls Health & Safety 	30%	<p>5- Excellent Proposal addresses 5 or more criterion aspects</p> <p>4- Very Good Proposal addresses 4 of the criterion aspects</p> <p>3 -Good Proposal addresses 3 of the criterion aspects</p> <p>2- Average Proposal addresses 2 of the criterion aspects</p> <p>1 – Poor Proposal addresses 1 of the criterion aspects</p>
3.	<p>Team Leader Experience:</p> <p>Bidder must attach the Team Leaders CV indicating experience of a minimum of 5 years in the Team Leader Role in the Cleaning or Hygiene Industry with a Minimum Matric certificate (Grade 12) or equivalent or higher (attach a copy as proof of qualification).</p> <p>NB: Bidder with no proof of qualification will be allocated the lowest point(s).</p> <p>Note: Years of experience will be calculated from Team Leader work history as listed under (Starting date & end dates in months & years must be clearly stated in the CV)</p>	15%	<p>5 = 8 or more years relevant experience 4 = 6 to 7 years relevant experience 3 = 5 years relevant experience 2 = 3 to 4 years relevant experience 1= less than 2 years' experience</p>

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4.	Supervisor Experience: Bidder must attach the Supervisor CV indicating experience of a minimum of 3 years in the Supervisor Role in the Cleaning or Hygiene Industry with a Minimum Grade 10 or higher (attach a copy as proof of qualification) NB: Bidder with no proof of qualification will be allocated the lowest point(s). Note: Years of experience will be calculated from Supervisor work history as listed under (Starting date & end dates in months & years must be clearly stated in the CV)	15%	5 = 6 or more years relevant experience 4 = 4 to 5 years relevant experience 3 = 3 years relevant experience 2 = 2 years relevant experience 1 = less than 1 year experience
	Minimum Threshold	70%	
	Total	100%	
Bidders who did not meet a minimum threshold of 70 % on Technical Evaluation Criteria will be disqualified for further evaluation on in Site Inspection			

Stage 1b: SITE INSPECTION

National Treasury reserves the right to conduct site inspections and take pictures for evidence.

A compulsory site inspection will be conducted for shortlisted bidders. The company must have a physical office/site to evaluate the infrastructure setup, Human Resources Management and Equipment. Below is the evaluation criteria for the site inspection:

No	Criteria	Weight	Scoring criteria
1.	<p>Office Space: Fully functional premises with an office space which includes the following items.</p> <ul style="list-style-type: none"> • Proof of Lease Agreement / Title Deed • Storage Facility • Compliance with OHS Act • Cleanliness of the facility/office & storages <p><i>(The following can be provided as proof of ownership for the service provider and must also be made available during the site inspection</i></p> <p><i>1. Proof of ownership or lease agreement of office building (valid lease agreement)</i></p>	40%	<p>5- Excellent Fully functional office space with high quality and equipment provided for the 4 items together with proof of ownership of the office(s).</p> <p>4- Very Good Functional office space with all 3 items provided together with proof of ownership of the office(s).</p> <p>3- Good Office Space provided with 2 items including proof of ownership of the office(s).</p> <p>2- Average Office Space provided with 1 item and no proof or ownership of the office(s).</p> <p>1-Poor No office space</p>

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2.	<p>Human Resources Management The following must be submitted:</p> <ul style="list-style-type: none"> • Recruitment Policy/Strategy • Labour Relations Policies • Staff Compliment • Organogram • Payroll Administration • A bank reference letter indicating the good financial health or good standing of a client 	30%	<p>5- Excellent All 6 items demonstrated together with the relevant documentation. A demonstration of how the 6 items are used to achieve operational efficiency.</p> <p>4- Very Good 5 items demonstrated together with the relevant documentation.</p> <p>3- Good 4 items demonstrated with some documentation.</p> <p>2- Average 3 items demonstrated with some documentation.</p> <p>1-Poor 2 or none of the items demonstrated and no documentation.</p>
3.	<p>Equipment</p> <p>Demonstrate sufficient equipment to undertake the required service guided by below.</p> <ul style="list-style-type: none"> • PPE/Uniform for staff • Equipment/tools of trades availability (Provide register) • Stock availability • Vehicles (Provide proof of vehicles ownership/lease) 	30%	<p>5- Excellent Demonstration and clear articulation of all 4 items with evidence and correlating information. Provided evidence of availability of equipment</p> <p>4- Very Good Demonstration and clear articulation only 3 items with evidence and correlating information.</p> <p>3- Good Demonstration of only 2 of the items.</p> <p>2- Fair Demonstration of only 1 of the items.</p> <p>1-Poor Only 1 or none of the items demonstrated or None of the items demonstrated.</p>
	Total	100%	
	Threshold	70%	
<p>Bidders who did not meet a minimum of 70% for site inspection will be disqualified for further evaluation on price and Specific goals.</p>			

Each panel member will rate each individual criterion on the score sheet using the following scale.

Value	Description
5 - Excellent	Meets and exceeds the functionality requirements
4 - Very Good	Above average compliance to the requirements

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3 - Good	Satisfactory and should be adequate for stated element
2 - Average	Compliance to the requirements
1 - Poor	Unacceptable, does not meet set criteria

TERMS AND CONDITIONS OF THE BID

- a. Particular project/service will be initiated by means of written instructions to the successful bidder.
- b. Bidders must comply with the national minimum wage provisions prescribed by Department of Employment and Labour for Cleaning services. Bidders who quote below the minimum wage will be disqualified at the pricing stage.
- c. The successful bidder will be required to be registered and compliant with UIF requirements within seven (7) working days from the date of the award. Failure to comply will lead to retraction of award.
- d. The successful bidder will be subjected to company screening by the State Security Agency (SSA). This appointment will be terminated with immediate effect if the verification report from SSA has negative results. This includes personnel who will be involved in the project.
- e. National Treasury reserves the right to terminate the contract if there is a breach of the agreed specifications.
- f. National Treasury reserves the right to appoint or not to appoint.
- g. National Treasury reserves the right to terminate the contract where they are unable to meet the service level requirements or not compliant to other relevant legislations.

h) COMPLIANCE WITH LABOUR AND RELATED LEGISLATION AND STANDARDS. (The Bidder undertakes to always (while under the contract), be compliant with all labor and related regulations.)

- i) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- j) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- k) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70% for functionality will be evaluated and scored in terms of pricing and specific goals.

2. EVALUATION CRITERIA

- a. In terms of regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
 - Specific goals (maximum 20 points)
- b. The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

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

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender. The points scored for the specific goal must be added to the points scored

for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

- c. The State reserves the right to arrange contracts with more than one contractor.

2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

Note to organs of state: 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.)

#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	<p>The company owned by people who are Youth.</p> <ul style="list-style-type: none"> • 100% company owned by people who are Youth = 5 points • ≥51% and <100% company owned by people who are Youth = 3 points • >0% and <51% company owned 	5 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:</p> <ul style="list-style-type: none"> • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • CSD report/ CSD registration number (MAAA number)

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	<p>by people who are Youth = 1 point</p> <ul style="list-style-type: none"> 0% company owned by people who are Youth = 0 point 		<ul style="list-style-type: none"> B-BBEE Certificate of the tendering company. Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). Agreement for a Consortium, Joint Venture, or Trust.
2.	<p>The company owned by Historically Disadvantaged Individuals (HDI) (Black).</p> <ul style="list-style-type: none"> 100% company owned by HDI = 5 points ≥51% and <100% company owned by HDI = 3 points >0% and <51% company owned by HDI = 1 point 0% company owned by HDI = 0 point 	5 points	
3.	<p>The company owned by HDI (Women).</p> <ul style="list-style-type: none"> 100% company owned by HDI = 5 points ≥51% and <100% company owned by HDI = 3 points >0% and <51% company owned by HDI = 1 point 0% company owned by HDI = 0 point 	5 points	
4.	<p>The company owned by HDI (people who are disabled).</p> <ul style="list-style-type: none"> 100% company owned by HDI = 5 points ≥51% and <100% company owned by HDI = 3 points >0% and <51% company owned by HDI = 1 point 0% company owned by HDI = 0 point 	5 points	

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

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.

The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- d. The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- e. Bidders are requested to complete the various specific goals forms in order to claim points.
- f. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- g. National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- h. Points scored will be rounded off to the nearest 2 decimals.
- i. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- j. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

3. MANDATORY REQUIREMENTS

3.1 An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

- a) Proof of company registration on Central Supplier Database Registration (CSD).
- b) Proof of registration with any Cleaning Body Association.
- c) The bidder must be in compliance with the Compensation for Occupation Injuries and Diseases Act (COIDA) of 1993 (amended in 1997) and submit a valid Letter of Good Standing or valid proof of registration.
- d) A valid copy of Public Liability Insurance Cover for the company and the total cover available to the value of R3 million
- e) Valid proof of Provident Fund Compliance

- f) Team leader and Supervisor to have Level 1 First Aid Training (provide valid competence certificate as proof).

FAILURE TO ADHERE TO THE CONDITIONS STATED ABOVE WILL LEAD TO DISQUALIFICATION

4. TAX COMPLIANCE STATUS

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

6. CLIENT BASE

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

7. LEGAL IMPLICATIONS

Successful service providers will enter into a service level agreement with National Treasury

8. COMMUNICATION

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

9. LATE BIDS

Bids received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration and where applicable, be returned unopened to the bidder.

10. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

11. PROHIBITION OF RESTRICTIVE PRACTICES

- a. In terms of section 4(1) 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:
 - directly or indirectly fixing a purchase or selling price or any other trading condition;
 - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

12. FRONTING

- a. The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

13. PRESENTATION

National Treasury may require presentations/interviews from short-listed bidders as part of the bid process.

14. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will enter into a formal contract with the National Treasury.

15. PACKAGING OF BID

The bidder shall place both the sealed Technical Proposal and Price/ Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follow:

15.1 FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: **NT008-1-2024**

Description: APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE HYGIENE AND CLEANING SERVICES FOR THE NATIONAL TREASURY BUILDINGS (240 MADIBA STREET, TENDER INFORMATION CENTRE WING, 40 CHURCH SQUARE IN PRETORIA CBD AND 3RD FLOOR PARLIAMENT OFFICES AT 120 PLEIN STREET IN CAPE TOWN) FOR A PERIOD OF THREE (3) YEARS

Bid closing date and time: **01 NOVEMBER 2024 AT 11H00AM**

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid.

15.2 PRICE/ FINANCIAL PROPOSAL

Bid No: **NT008-1-2024**

Description: APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE HYGIENE AND CLEANING SERVICES FOR THE NATIONAL TREASURY BUILDINGS (240 MADIBA STREET, TENDER INFORMATION CENTRE WING, 40 CHURCH SQUARE IN PRETORIA CBD AND 3RD FLOOR PARLIAMENT OFFICES AT 120 PLEIN STREET IN CAPE TOWN) FOR A PERIOD OF THREE (3) YEARS

Bid closing date and time: **01 NOVEMBER 2024 AT 11H00AM**

Name and address of the bidder:

In this envelope, the bidder shall provide the price/ financial proposal.

The Technical Proposal envelope must contain one original hard copy document, clearly marked “1 Original”, and four (4) hardcopies, clearly marked “Copy”. Bidders may attach soft copies in a USB format.

16 CONTACT DETAILS

Supply Chain Management, 4th floor at National Treasury,

Private Bag x 115, Pretoria, 0001

Physical address: 240 Madiba Street (Vermeulen), Pretoria

For General enquiries: NTAdministrativeTenders@Treasury.gov.za

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO: NT008-1-2024**

CLOSING TIME 11:00 AM ON 01 NOVEMBER 2024

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE HYGIENE AND CLEANING SERVICES FOR THE NATIONAL TREASURY BUILDINGS (240 MADIBA STREET, TENDER INFORMATION CENTRE WING, 40 CHURCH SQUARE IN PRETORIA CBD AND 3RD FLOOR PARLIAMENT OFFICES AT 120 PLEIN STREET IN CAPE TOWN) FOR A PERIOD OF THREE (3) YEARS

Services must be quoted in accordance with the attached terms of reference.

	Section	Description	Year 1 costs per annum.	Year 2 costs per annum.	Year 3 costs per annum.	Total annual cost (excluding VAT)
a) Equipment Installations and Maintenance	240 Madiba Building & 40 Church Square	Rental Equipment Installations	R	R	R	R
	Office of the Ministry – 40 Church Square	Rental Equipment Installations	R	R	R	R
	Cape Town Offices	Rental Equipment Installations	R	R	R	R
b) Consumables	240 Madiba Building & 40 Church Square	Supply of Consumables	R	R	R	R
	Office of the Ministry – 40 Church Square	Supply of Consumables	R	R	R	R
	Cape Town Offices	Supply of Consumables	R	R	R	R
c) Curtain Washing and Upkeep	40 Church Square	DG/M office and boardrooms (888.07 m²)	R	R	R	R
d) Window washing and upkeep	240 Madiba Building	Supply of Consumables	R	R	R	R
	40 Church Square	Supply of Consumables	R	R	R	R
e) Cleaning & deep Cleaning @ 240 Madiba & 40 church	240 Madiba & 40 Church	Carpet Cleaning (Incl. high traffic areas)	R	R	R	R
	240 Madiba & 40 Church	Deep Cleaning of Carpets area	R	R	R	R
	240 Madiba & 40 Church	Deep cleaning of Ablutions	R	R	R	R
	240 Madiba & 40 Church	Upholstery & Curtains	R	R	R	R
	240 Madiba & 40 Church	Bio-kill treatment (as and when needed)	R	R	R	R
f) Overhead Costs	240 Madiba Building	Supply of work force (62 in total)	R	R	R	R

	40 Church Square	Supply of work force (24 in total)	R	R	R	R
Sub Total						R
Vat						R
Grand Total (Bid Price in RSA Currency of Value Added Tax for a of 36 months)						R

Total cost of the assignment (R inclusive VAT) R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment.

NB: Bidders must comply with the national minimum wage provisions prescribed by Department of Employment and Labour for Cleaning services. Bidders who quote below the minimum wage will be disqualified at the pricing stage.

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

2. Period required for commencement with project after acceptance of bid _____

3. Are the rates quoted firm for the full period? Yes/No

4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index (CPI)

Any enquiries regarding bidding procedures may be directed to –

Department: National Treasury

Any enquiries regarding technical enquiries may be directed to –

Contact Person: NTAdministrativeTenders@Treasury.gov.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

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

.....
Signature Date

.....
Position Name of bidder

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

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

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

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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.

The 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% company owned by people who are Youth = 5 points ≥51% and <100% company owned by people who are Youth = 3 points >0% and <51% company owned by people who are Youth = 1 point 0% company owned by people who are Youth = 0 point	5 points	
The company owned by Historically Disadvantaged Individuals (HDI) (Black). 100% company owned by HDI (Black)= 5 points ≥51% and <100% company owned by HDI (Black) = 3 points >0% and <51% company owned by HDI (Black) = 1 point 0% company owned by HDI (Black) = 0 point	5 Points	
The company owned by HDI (Women). 100% company owned by HDI (Women) = 5 points ≥51% and <100% company owned by HDI (Women) = 3 points	5 Points	

<p>>0% and <51% company owned by HDI (Women) = 1 point</p> <p>0% company owned by HDI (Women) = 0 point</p>		
<p>The company owned by HDI (people who are disabled).</p> <p>100% company owned by HDI (Disabled) = 5 points</p> <p>≥51% and <100% company owned by HDI (Disabled) = 3 points</p> <p>>0% and <51% company owned by HDI (Disabled) = 1 point</p> <p>0% company owned by HDI (Disabled) = 0 point</p>	<p>5 Points</p>	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in

addition to any other remedy it may have –

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

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

DEPARTMENT OF NATIONAL TREASURY



PLEASE COMPLETE QUESTIONNAIRE A OR B

**Contractors'/Suppliers' Questionnaire – Individuals:
Questionnaire A**

Please answer the questions by marking the appropriate column with an “X”.
Please do not leave out any question relating to your specific circumstances.

Contractor/Supplier Name:	
Natural Persons:	
Surname:	
Initials:	
First two names:	
Title:	
ID number or passport number:	
Nationality:	
Income Tax reference number:	
Date of birth:	
If not a citizen of the RSA, furnish a certified copy of a work permit:	
Postal address and code:	
Residential address and code:	
Telephone numbers:	
Facsimile numbers:	
E-mail address:	
If in possession of a tax clearance certificate or exemption certificate (IRP30), furnish a certified copy thereof:	
Jurisdiction in which contractor is “ordinarily resident” i.e. place of permanent residence:	

DEPARTMENT OF NATIONAL TREASURY

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	Question	Yes	No
1.	Do you supply services on behalf of a Labour Broker?		
2.	Are you subject to the control or supervision of the National Treasury (NT)? Including, but not limited to, the following: <ul style="list-style-type: none"> • The manner of duties performed; • The hours of work; • The quality of work. 		
3.	Are you paid at regular intervals i.e. daily, weekly, monthly etc? (If the payments are made at regular intervals or by a rate per time period)		
4.	Will payment to you include any benefits? Including, but not limited to, the following: <ul style="list-style-type: none"> • Leave pay; • Medical aid; • Training; • Sick Leave. 		
5.	Will, or have you be/been in the full time employment of the NT?		
6.	Will you require of the NT to provide any equipment, tools, materials or office space, in order to fulfil the contract?		
7.	Do you supply these, or similar, services only to the NT and not to any other client or the general public?		
8.	Will you be required to work more than 22 hours per week?		
8.1	If "yes", will payment be made on an hourly, daily weekly or monthly basis?		
8.2.1	Will you work solely for the NT?		
8.2.2	Will you provide a written statement to this effect?		
Non-Residents of the RSA			
9.	Will you return to your jurisdiction of residence upon the termination of the contract?		
10.	Is the contract to exceed a period of three years?		
11.	Will you be returning to the jurisdiction of residence during the course of the contract? If so, for what periods of time?		
12.	Is your employer resident in the Republic of South		

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
	Africa or does a permanent establishment or branch represent the employer in the Republic?		
13.	If a permanent establishment or branch represents the employer in the Republic, will your salary be paid from such permanent establishment or branch?		
14.	Will you be required to perform any work outside of the Republic?		
15.	Do you agree to submit copies of your passport should the NT, so require?		

PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

Representative's Full Names:	Capacity:	Contact number:
Signature:		Date:

DEPARTMENT OF NATIONAL TREASURY



PLEASE COMPLETE QUESTIONNAIRE A OR B

**Contractors'/Suppliers' Questionnaire – All Service Providers
(excluding Individuals): **Questionnaire B:****

Please answer the questions by marking the appropriate column with an "X".
Please do not leave out any question relating to your specific circumstances.

Contractor/Supplier Name:	
Corporate Contractors (including companies, close corporations and trusts):	
Registered name and furnish a certified copy of registration:	
Nature of legal entity:	
Trade name:	
Registration number:	
Date of incorporation:	
Jurisdiction of incorporation:	
Jurisdiction where effective management is performed:	
Income tax reference number:	
Employees' Tax reference number:	
Value Added Tax number and furnish a certified copy of VAT 103 Certificate:	
Postal address and code:	
Physical address and code:	
Telephone numbers:	
Facsimile numbers:	
E-mail address:	

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
1.	Are you a "Labour Broker" i.e. do you provide payment for supplying the National Treasury (NT) with a person/s? If so, furnish a certified copy of an IRP30, which is valid for the period of the contract.		
2.	Is the service to be rendered personally by any person, who is a connected person, in relation to the entity? (For example a shareholder, member or their direct family)		
3.	Do you employ four or more employees on a full time basis throughout the year, excluding connected parties? If so, are these employees engaged in rendering the service to the NT? (For example secretarial employees would NOT be so engaged)		
4.	Would you be regarded as an employee of the NT if the service was rendered by the person directly to the NT, other than on behalf of the contractor?		
5.	Do you, the Company, Close Corporation or Trust receive any form of training supplied or paid for by NT? If "yes", please specify the nature and extent of the training:		
6.	Are you, the Company Close Corporation or Trust free to choose which tools or equipment, or staff, or raw materials, or routines, patents and technology to use in performing your main duties?		
7.	In order to perform your main duties, do you, or does such a person, Company, Close Corporation or Trust, use any tools or equipment supplied or paid for by NT? If "yes", please state the nature thereof:		
8.	Are you subject to the control or supervision of the NT, as to the manner in which, or hours during which, the duties are performed or are to be performed in rendering the service?		
9.	Will the amounts paid or payable in respect of the service consist of, or include, earnings of any description, which are payable at regular daily, weekly, monthly, or other intervals?		
10.	Will more than 80% of your income, during the year		

DEPARTMENT OF NATIONAL TREASURY

Question		Yes	No
	of assessment, from services rendered, consist of or be likely to consist of amounts received directly or indirectly from any one client , or any associated institution, in relation to the client?		
11.	Does your contract contain any elements of an employment contract? [i.e. Job titles, reporting structure in organisation, fixed working hours, employment benefits, performance bonuses (excluding bonus and penalties for early or late delivery)]		
12.	Does your contract contain any clause that will enable you to receive payment, even if no work was done?		
13.	Have you ever been classified as a Labour Broker or personal services company (including Close Corporation and Trust) by SARS or any other client?		
14.	If the answer to question 13 was "yes", did anything change that no longer classifies you as a labour broker or personal services company? If "yes", elaborate:		

PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE ENTERPRISE

I, the undersigned, confirm that the information provided above is accurate, and that while in receipt of payment from NT, will inform NT of any changes that take place pertaining the information provided above.

Representative's Full Names:	Capacity:	Contact number:
Signature:		Date:

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,
tests and
analyses**

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

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 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 fulfillment 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 authorized 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 contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable

difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

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

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

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

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss

or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.