



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Invitation to Tender – **ZNT 03 EDTEA 22/23**

KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs

Suitable and capable service providers are invited to bid for **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT UMGUNGUNDLOVU (CASCADES), MINISTRY, TOURISM, HARRY GWALA, UGU, ETHEKWINI, ILEMBE, KING CETSHWAYO, MTUBATUBA, UMKHANYAKUDE (MKUZE), ZULULAND ULUNDI, UMZINYATHI, AMAJUBA, UTHUKELA, DURBAN RASET, KING CETSHWAYO ENVIRO, ZULULAND VRYHEID DISTRICT OFFICES FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 36 MONTHS.**

Prequalifying Criteria

1. Only bidders who meet the below pre-qualification criteria should respond to this bid:
 - Entities who are Level 1 status level contributors to B-BBEE.
 - Entities who are EME or QSE status level contributors to B-BBEE.
2. Any tenderer that fails to meet the Prequalifying Criteria requirements will be deemed invalid.

Collection of Bid Documents

Bid documents can be downloaded from www.etenders.gov.za / www.kznedtea.gov.za

Briefing Session- non -compulsory

The briefing session will be held as follows:

Date: 24th of January 2023

Venue: **Online meeting**

Time: 11:00

Link : https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWMxYWRhOWItZWMzZC00ODg4LWFIMDAtdNDYwMzJmMzFIMTUy%40thread.v2/0?context=%7b%22Tid%22%3a%229016e2b2-7bf-47f3-b3e8-71b5e19ae59e%22%2c%22Oid%22%3a%2214e3bd20-d3d7-4457-8d73-52a0d42c7d47%22%7d

Queries relating to the issue of these documents may be addressed to **Ntombifuthi Shange Tel. No. (033) 264 2663**; e-mail: Ntombifuthi.shange@kznedtea.gov.za

The closing time for receipt of Tenders is **11h00**. Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

INITIAL _____

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SECTION A

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNT03 EDTEA 22/23	CLOSING DATE:	10 FEBRUARY 2023	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT UMGUNGUNDLOVU (CASCADES), MINISTRY, TOURISM, HARRY GWALA, UGU, ETHEKWINI, ILEMBE, KING CETSHWAYO, MTUBATUBA, UMKHANYAKUDE (MKUZE) , ZULULAND ULUNDI, UMZINYATHI, AMAJUBA, UTHUKELA, DURBAN RASET, KING CETSHWAYO ENVIRO, ZULULAND VRYHEID DISTRICT OFFICES FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GROUND FLOOR FOYER					
270 JABU NDLOVU STREET					
PEITERMARITZBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Ntombifuthi Shange		CONTACT PERSON	Ms Nomathamsanqa Kunene	
TELEPHONE NUMBER	033 – 264 2663		TELEPHONE NUMBER	033 264 2733	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Ntombifuthi.shange@kznedtea.gov.za		E-MAIL ADDRESS	nomathamsanqa.kunene@kznedtea.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

INITIAL _____

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

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

DATE:

INITIAL_____

SECTION B

LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The bidder shall complete and submit the following returnable schedules and documents:

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
Prospective Service Providers MUST complete the following as per the BID document:							
Part A	Invitation to BID	Yes	Yes				
Part B	Terms and Conditions for bidding (SBD 1)	Read Only					
Section B	Special Instructions regarding completion of bid	Read only					
Section C	Registration on Central Suppliers Database	Read Only					
Section D	Declaration that information on Central Suppliers database is correct and up to date	Yes	Yes				
Section E	Official Briefing session form	Yes	Yes				
Section F	Pricing Schedule (SBD 3)	Yes	Yes				
Section G	Bid Offer	Yes	Yes				
Section H	Bidder's disclosure form (SBD4)	Yes	Yes				
Section I	The National Industrial Participation Programme (Only to be included for bids equal or exceeding R10 000 000)	Yes If Applicable	Yes If Applicable				
Section J	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2017.			Yes If Applicable			
Section K	Declaration Certificate for Local Production and Content.			Yes if applicable			
Section L	Questionnaire Replies - To be only included when BIDs for goods are involved.			Yes If applicable			
Section M	General Conditions of Contract	Read only					

INITIAL _____

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
Section N	Special Conditions of Contract						
Section O	Authority to Sign a BID						
	Provide resolution letter the director(s) for relevant enterprise status	Yes	Yes				
	Joint venture- Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises	Yes	Yes				
Section P	Schedule variations from good and services information			Yes If applicable			
Annexure A	Evaluation Grid						
Annexure B	CV Format						
Annexure C	Statement of exclusivity and availability						

SECTION C**SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Use of erasable pen is prohibited
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. Bidder must initial each and every page of the bid document.

SECTION D

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

SECTION E

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative), WHO
REPRESENTS (state name of bidder)CSD Registration
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS
AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE
DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS
BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED
ON THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

INITIAL_____

SECTION F

NON- COMPULSORY

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved:https://teams.microsoft.com//meetup-join/19%3ameeting_NWMxYWRhOWItZWMzZC00ODg4LWFiMDAtNDYwM2JmMzFIMTUy%40thread.v2/0?context=%7b%22Tid%22%3a%229016e2b2-7bff-47f3-b3e8-71b5e19ae59e%22%2c%22Oid%22%3a%2214e3bd20-d3d7-4457-8d73-52a0d42c7d47%22%7d

Time: 11:00 Am
Date: 24th of January 2023

Quotation Reference No: **ZNT 03 EDTEA 22/23**

Goods/Service/Work **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT UMGUNGUNDLOVU (CASCADES), MINISTRY, TOURISM, HARRY GWALA, UGU, ETHEKWINI, ILEMBE, KING CETSHWAYO, MTUBATUBA, UMKHANYAKUDE (MKUZE) , ZULULAND ULUNDI, UMZINYATHI, AMAJUBA, UTHUKELA, DURBAN RASET, KING CETHWAYO ENVIRO, ZULULAND VRYHEID DISTRICT OFFICES FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 36 MONTHS.**

This is to certify that (bidder's representative name) _____

On behalf of (company name) _____

Visited and inspected the site on ___/___/_____ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ___/___/_____

Name of Departmental or Public Entity Representative
(PRINT NAME)

Departmental Stamp With Signature

INITIAL _____

SECTION G

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number... ZNT 03 EDTEA 22/23
Closing Time 11:00	Closing date... 10 FEBRUARY 2023

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

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
2				
3				
4				
SUB-TOTAL				
VAT AT 15%				
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

INITIAL _____

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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

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

Name of bidder.....	Bid number... ZNT 03 EDTEA 22/23
Closing Time 11:00	Closing date... 10 FEBRUARY 2023

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

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
2				
3				
4				
SUB-TOTAL				
VAT AT 15%				
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				

- Required by:
- At:

- Brand and model
-
- Country of origin

- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: *Firm/not firm

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

*Delete if not applicable

INITIAL _____

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

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

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

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....

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

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	P	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

INITIAL_____

PRICING SCHEDULE
(Professional Services)

Name of bidder.....	Bid number: ZNT 03 EDTEA 22/23
Closing Time 11:00	Closing date: 10 FEBRUARY 2023

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

ITEM NO.	DESCRIPTION	BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)

- The accompanying information must be used for the formulation of proposals
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
- PERSON AND POSITION

R.....

	HOURLY RATE	DAILY RATE
.....	R.....

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

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

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

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

TOTAL: R.....

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

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

INITIAL_____

ZNT 03 EDTEA 22/23

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

TOTAL: R.....

- 6. Period required for commencement with project after acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract?
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

*YES/NO

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

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SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: UMGUNGUNDLOVU (CASCADES) DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
1. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
2. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
3. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: MINISTRY DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER: 	SIGNATURE 	DATE:
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FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
2. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
3. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
4. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: TOURISM DISTRICT OFFICE

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY		
<div style="background-color: #cccccc; padding: 5px; margin: 0 auto; width: 80%; text-align: center;">IMPORTANT</div> <div style="background-color: #cccccc; padding: 5px; margin: 0 auto; width: 80%; text-align: center;">Mark appropriate block with "X"</div>		
3. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO
4. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO
5. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: HARRY GWALA DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER: 	SIGNATURE 	DATE:
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FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc; padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
4. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
5. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
6. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: UGU DISTRICT OFFICE

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER: 	SIGNATURE 	DATE:
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FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
5. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
6. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
7. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23 : ETHEKWINI DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
6. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
7. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
8. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: ILEMBE DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="text-align: center;">IMPORTANT</td> </tr> <tr> <td style="text-align: center;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
7. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
8. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
9. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: KING CETSHWAYO DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY		
<div style="background-color: #cccccc; padding: 5px; margin: 0 auto; width: 80%;">IMPORTANT</div> <div style="background-color: #cccccc; padding: 5px; margin: 0 auto; width: 80%;">Mark appropriate block with "X"</div>		
8. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO
9. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO
10. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: UMKHANYAKUDE (MKUZE) DISTRICT OFFICE

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
10. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
11. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
12. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: ZULULAND ULUNDI DISTRICT OFFICE

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td style="padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
11. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
12. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
13. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23 : AMAJUBA DISTRICT OFFICE

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY

IMPORTANT
Mark appropriate block with "X"

13. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO	
14. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO	
15. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO	

INITIAL_____

SECTION H

BID OFFER

(To be completed by Bidder)

BID NUMBER: ZNT 03 EDTEA 22/23: KING CETSHWAYO ENVIRO DISTRICT OFFICE

- 1. BID PRICE INCLUDING VAT: R.....
- 2. AMOUNT IN WORDS:
.....
- 3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY		
<div style="background-color: #cccccc; padding: 5px; margin: 0 auto; width: 80%;">IMPORTANT</div> <div style="background-color: #cccccc; padding: 5px; margin: 5px auto; width: 80%;">Mark appropriate block with "X"</div>		
16. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO
17. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO
18. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO

INITIAL_____

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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 3.7 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 bid der

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.

INITIAL _____

SECTION J

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.
 - or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
 - or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
 - or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple

INITIAL_____

suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid / contract number.
 - Description of the goods, works or services.
 - Date on which the contract was accepted.
 - Name, address and contact details of the government institution.
 - Value of the contract.
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
 - b. the contractor and the DTI will sign the NIP obligation agreement;
 - c. the contractor will submit a performance guarantee to the DTI;
 - d. the contractor will submit a business concept for consideration and approval by the DTI;
 - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
 - f. the contractor will implement the business plans; and
 - g. the contractor will submit bi-annual progress reports on approved plans to the DTI.
- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ... **ZNT 03 EDTEA 22/23**..... Closing date: ...**10 FEBRUARY 2022**

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

SECTION

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

INITIAL_____

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

or

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmax = Price of highest acceptable bid

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

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

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

6. BID DECLARATION

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

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

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

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

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

INITIAL_____

YES		NO	
-----	--	----	--

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

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

INITIAL_____

contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
--

EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

INITIAL _____

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ___/___/_____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

Level One (135% B-BBEE procurement recognition level)	
Level Two (125% B-BBEE procurement recognition level)	
Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ___/___/_____

Stamp

Signature of Commissioner of Oaths
 Date ___/___/_____

INITIAL _____

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

INITIAL _____

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ____/____/_____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____/____/_____

Stamp

Signature of Commissioner of Oaths

Date: ____/____/_____

INITIAL _____

SECTION L
QUESTIONNAIRE REPLIES

- 1. Are the prices/rates quoted firm?
- 2. Is the delivery period stated firm?
- 3. How will delivery be affected?
- 4. Is the equipment guaranteed for a minimum period of six months?.....
- 5. Are you the accredited agents in the RSA for the manufacture/supply of the goods offered by you?
.....
- 6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where machine/goods as offered by you can be inspected under working conditions?
- 7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine?
.....
- 8. Where is stock held?
- 9. What facilities exist for the servicing of the machine/goods offered?
.....
- 10. Where are these facilities available?
- 11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected?
.....
- 12. Is a special import permit require.....

.....
SIGNATURE OF BIDDER
(PRINT NAME)

.....
DATE

N.B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION

INITIAL_____

SECTION M**SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 90 days from the closing date of the submission of bids.

1. CONTRACT PERIOD

The proposed timeframe for the project execution is **36 months** from the date of appointment.

2. EVALUATION CRITERIA

There are **five** main stages in the selection process, namely,

2.1 Step 1 – Pre-qualification Criteria

Only bidders who meet the below pre-qualification criteria should respond to this bid:

- **Entities who are Level 1 status level contributors to B-BBEE.**
- **Entities who are EME or QSE status level contributors to B-BBEE.**

2.2 Step 2 - Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents viz Annexure A, Sections A to P.

Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid.

The following documentation must be submitted:

CRITERIA		YES	NO	REMARKS
PART A	INVITATION TO BID (SBD 1)	X		
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	X		
SECTION B	LIST OF RETURNABLE AND COMPULSORY DOCUMENTS		X	
SECTION C	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID			Read only
SECTION D	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION E	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS	X		
SECTION F	OFFICIAL BRIEFING SESSION FORM	X		applicable
SECTION G	PRICING SCHEDULE (SBD 3)	X		
SECTION H	BID OFFER	X		
SECTION I	BIDDER'S DISCLOSURE (SBD 4)	X		
SECTION J	THE NATIONAN INDUSTRIAL PARTICIPATION PROGRAMME (SBD 5)	X		
SECTION K	PREFERENCE POINTS CLAIM FORM (SBD 6.1)		X	Not applicable
SECTION L	QUESTIONNAIRES REPLIES	X		
SECTION M	GENERAL CONDITIONS OF CONTRACT	X		
SECTION N	SPECIAL CONDITIONS OF CONTRACT	X		
SECTION O	AUTHORITY TO SIGN THE BID	X		
SECTION P	SCHEDULE VARIATION FROM GOODS OR SERVICES INFORMATION	X		

2.4. Step 3- Functionality

This bid will be evaluated on functionality. Bidders are to obtain a minimum qualifying score of 60% in order to proceed to the next stage of evaluation.

2.5. Step 4 - Preferential Point Evaluation

This bid will be evaluated using the **80/20** preference point system. (SBD 6.1 to be completed in order to claim B-BBEE points. A valid B-BBEE certificate or Sworn affidavit to be submitted together with the bid in order to be allocated claimed B-BBEE points.)

2.7 Step 5 - Price negotiation

Where applicable the department reserves the right to negotiate price with the recommended bidder

3. BID APPEAL TRIBUNAL (BAT)

BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:

- 1.1 The bidder must, within five working days of receipt of the **notification** of an award, deliver written notification of an intention to appeal.
- 1.2 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 1.3 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 1.4 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 1.5 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

The address provided for the lodging of appeals is:

Email: Batsecretariat@kzntreasury.gov.za

The Chairperson
 Bid Appeals Tribunal
 Private Bag X9082
 Pietermaritzburg
 3200

SECTION N**GENERAL CONDITIONS OF CONTRACT****1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the 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

- 1.1 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.
- 1.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 1.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 1.1 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.
- 1.2 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.

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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

- 1.1. 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.

2. Performance security

- 1.1 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.
- 1.2 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.
- 1.3 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:
 3. 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
 4. a cashier's or certified cheque
- 1.4 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.

2. Inspections, tests and analyses

- 2.1 All pre-bidding testing will be for the account of the bidder.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 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

- 1.1 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.
- 1.2 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.

2. Delivery and documents

- 2.1 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.
- 2.2 Documents to be submitted by the supplier are specified in SCC.

3. Insurance

- 3.1 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.

4. Transportation

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

5. Incidental Services

- 5.1 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.
- 5.2 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.

6. Spare parts

- 6.1 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.

7. Warranty

- 7.1 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.
- 7.2 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.

- 7.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 7.4 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.
- 7.5 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.

8. Payment

- 8.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 8.2 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.
- 8.3 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.
- 8.4 Payment will be made in Rand unless otherwise stipulated in SCC.

9. Prices

- 9.1 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.

10. Contract amendments

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

11. Assignment

- 11.1 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.

12. Subcontracts

- 12.1 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.

13. Delays in the supplier's performance

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 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.

- 13.5 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.
- 13.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

14. Penalties

- 14.1 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.

15. Termination for default

- 15.1 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.
- 15.2 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.
- 15.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 15.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 15.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 15.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.
- 15.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 15.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with

the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

16. Anti-dumping and countervailing duties and rights

- 16.1 When, after the date of bid, provisional payments are required, or antidumping 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.

17. Force Majeure

- 17.1 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.
- 17.2 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.

18. Termination for insolvency

- 18.1 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.

19. Settlement of Disputes

- 19.1 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.
- 19.2 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.
- 19.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 19.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 19.5 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.

20. Limitation of liability

- 20.1 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.

21. Governing language

- 21.1 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.

22. Applicable law

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

23. Notices

- 23.1 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
- 23.2 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.

24. Taxes and duties

- 24.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 24.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 24.3 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.

25. National Industrial Participation (NIP) Programme

- 25.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

26. Prohibition of Restrictive practices

- 26.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 26.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 19

SECTION O

AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:
The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

- Co-operative: Resolution letter from the directors
- Close Corporation: Resolution letter from the directors
- Company: Resolution letter from the director/s
- Sole Proprietor: Resolution letter from the director
- Partnership: Resolution letter from the director
- Joint Venture / Consortium: Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.

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KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT UMGUNGUNDLOVU (CASCADES), MINISTRY, TOURISM, HARRY GWALA, UGU, ETHEKWINI, ILEMBE, KING CETSHWAYO, MTUBATUBA, UMKHANYAKUDE (MKUZE) , ZULULAND ULUNDI, UMZINYATHI, AMAJUBA, UTHUKELA, DURBAN RASET, KING CETSHWAYO ENVIRO, ZULULAND VRYHEID DISTRICT OFFICES FOR THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF 36 MONTHS.

PROJECT LEADER: MS NOMATHAMSANQA KUNENE

ACTING DIRECTOR: AUXILIARY SERVICES

TELEPHONE: 033 264 2733

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1.1 Acronyms

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
SABS	South African Bureau of Standards
BCCCI	Bargaining Council Contract Cleaning Service Industry
UIF	Unemployment Insurance Fund
CV	Curriculum Vitae
COIDA	Compensation for Occupational Injuries and Diseases Act
VAT	Value Added Tax
KZN	KwaZulu Natal
BBBEE	Broad Based Black Economic Empowerment
SDL	Skills Development Levy

1.2 Sub-Programme Overview

The Corporate Services sub-programme provides administrative support functions to the whole Department. Under the umbrella of this sub-programme falls Auxiliary Services which amongst its responsibilities; is the provision of cleaning services to the Department and its district offices. Auxiliary Services intends to obtain service providers that will clean EDTEA offices.

1.3 Purpose of the Terms of Reference

These Terms of Reference serve to:

- Guide the process of selecting and appointing a suitable and qualified service provider; and
- Clearly outlines the scope of work and anticipated outputs.

1.4 Project Background

In fulfilling its obligation to ensure a conducive and clean environment in accordance with the Occupational Health and Safety Act (85 of 1993), the department seeks to appoint a service provider to render cleaning services at **UMGUNGUNDLOVU (CASCADES), MINISTRY, TOURISM, HARRY GWALA, UGU, ETHEKWINI, ILEMBE, KING CETSHWAYO, MTUBATUBA, MKHANYAKEDE (MKUZE), ZULULAND ULUNDI, UMZINYATHI, AMAJUBA, UTHUKELA, DURBAN RASET, KING CETSHWAYO ENVIRO, ZULULAND VRYHEID DISTRICT OFFICES.**

1.5 Office Location

1.5.1 AMAJUBA DISTRICT OFFICE: Office Location

The district office is situated at 43 Harding Street, Newcastle. The total area is 957m², with a staff compliment of 35 employees. This includes all offices, common areas, passages and fire escapes in section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.2 UMGUNGUNDLOVU (CASCADES) DISTRICT OFFICE: Office Location

The district office is situated at 08 Warwick Road Cascades, Pietermaritzburg. The total area is 456 m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.3 ETHEKWINI DISTRICT OFFICE: Office Location

The district office is situated at 22 Gardner Street, Marine Building. The total area is 1700m², with a staff compliment of 20 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.4 HARRY GWALA DISTRICT OFFICE: Office Location

The district office is situated at 38 & 39A Margaret Street The total area is 845m², with a staff compliment of 10 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs

1.5.5 ILEMBE DISTRICT OFFICE: Office Location

The district office is situated at R102 and Link Road, Stanger 3201. The total area is 760m², with a staff compliment of 35 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.6 ENVIRO KING CETSHWAYO DISTRICT OFFICE: Office Location

The district office is situated direct opposite entrance to Umhlathuze sport complex, Richards bay the total area is approximately 1200m², with a staff compliment of approximately 30 employees. This includes all offices, common areas, passages and fire escapes in the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.7 KING CETSHWAYO DISTRICT OFFICE: Office Location

The district office is situated direct opposite entrance to Umhlathuze sport complex, Richards bay the total area is approximately 1200m², with a staff compliment of approximately 30 employees. This includes all offices, common areas, passages and fire escapes in the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.8 MINISTRY: Office Location

The district office is situated 181 Berg Street, Pietermaritzburg. The total area is 1000m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.9 UMKHANYAKUDE (MKUZE) DISTRICT OFFICE: Office Location

The district office is situated at the back of the ERF 60, Mzolozolo Avenue, Mkuze. The total area is 814m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.10 UMTUBATUBA DISTRICT OFFICE: Office Location

The district office is situated at Fiddle Street Mtubatuba next to the Department of Public Works. The total area is 760m², with a staff compliment of 35 employees. This includes all offices, common areas, passages and fire escapes in the building which fall under the Department of Economic Development, Tourism and Environmental Affairs

1.5.11 RASET DURBAN OFFICE: Office Location

The district office is situated at 333 Anton Lembede Street. The total area is 600m², with a staff compliment of 16 employees. This includes all offices, common areas, passages and fire escapes in the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.12 TOURISM OFFICE: Office Location

The district office is situated at 217 Burger Street, Pietermaritzburg. The total area is 1399 m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.13 UGU DISTRICT OFFICE: Office Location

The district office is situated at 46 Bisset Street, Port Shepstone. The total area is 510 m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of

Economic Development, Tourism and Environmental Affairs.

1.5.14 Zululand District (ULUNDI): Office Location

The district office is situated at LA Building Unit B; Ulundi. The total area is 511m², with a staff compliment of 15 employees. This includes all offices, common areas, passages and fire escapes in the section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.15 UMZINYATHI DISTRICT OFFICE: Office Location

The district office is situated at 26 Beaconsfield Street, Dundee. The total area is 650m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.16 UTHUKELA DISTRICT OFFICE: Office Location

The district office is situated at 73 Murchison Street Ladysmith. The total area is 712m², with a staff compliment of 30 employees. This includes all offices, common areas, passages and fire escapes in section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

1.5.17 ZULULAND(VRYHEID) DISTRICT OFFICE: Office Location

The district office is situated 251 Utrecht Street Vryheid 3100. The total area is 511m², with a staff compliment of 18 employees. This includes all offices, common areas, passages and fire escapes in section of the building which fall under the Department of Economic Development, Tourism and Environmental Affairs.

Note: the department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract.

1.5.18 LIST OF OFFICES TO TENDER FOR

- Bidders are requested to indicate with a tick on the table provided below for the office(s) that they are bidding for, failing which the service provider will be disqualified:

No.	Office	Tick
1	uMgungundlovu (Cascades) District Office	
2	Ministry Office	
3	Tourism Office	
4	Harry Gwala District Office	
5	uGu District Office	
6	eThekwini District Office	
7	iLembe District Office	
8	King Cetshwayo District Office	
9	Mtubatuba District Office	
10	uMkhanyakude (Mkuze) District Office	
11	Zululand (Ulundi) District Office	
12	uMzinyathi District Office	
13	uThukela District Office	
14	Amajuba District Office	
15	King Cetshwayo Enviro Office	

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16	Zululand (Vryheid) District Office	
17	eThekwini (RASET) District Office	

Submission of Proposals

Where a service provider is bidding for more than one district, bidders should submit separate proposals for each office and must be clearly specified accordingly. Failure to submit separate proposals will result in disqualification for that particular district.

N.B: The Department reserves the right to award cleaning contracts to one or more districts.

Staff requirement:

	District Office	Supervisor	General Cleaners
1	uMgungundlovu (Cascades) Office	01	03
2	Ministry Office	01	03
3	Tourism Office	01	02
4	Harry Gwala District Office	01	02
5	uThukela	01	02
6	uGu District Office	01	02
7	eThekwini District Office	01	02
8	iLembe District Office	01	02
9	King Cetshwayo District Office	01	02
10	Mtubatuba Office	01	02
11	uMkhanyakude (Mkuze) District Office	01	05
12	Zululand Ulundi District Office	01	02
13	uMzinyathi District Office	01	02
14	Amajuba District Office	01	02
15	King Cetshwayo Enviro Office	01	02
16	Zululand (Vryheid) District Office	01	02
17	eThekwini (RASET) District Office	01	02

2. CONTRACT OBJECTIVES

2.1 Overall Objective of the Contract

The overall objective of this contract is to secure the services of an appropriately experienced company or consortium to provide the cleaning services for the EDTEA offices.

2.2 Specific Objectives of the Contract

- Install rented toilet SHE bins and SHE disposable bags, soap, perfume and towel paper dispensers;
- Clean all offices, toilets, kitchens and common areas at the above specified offices/sites throughout the duration of the contract;
- To clean exterior (including gardening where necessary) of the premises and wash government cars; and
- To ensure compliance with COVID 19 protocol including disinfecting of offices.

3. SCOPE OF WORK

3.1 Specific Activities and Outputs

The scope of work includes the following:

General cleaning of the interior building to be kept in a clean and tidy condition, as well as exterior, windows, doors, ledges, nameplates, including the following:

- Offices
- Boardrooms
- Store rooms
- Kitchens
- Parking bays and outside yard
- Toilets including urinals and hand basins
- Government vehicles
- Minor Gardening where necessary
- Entrance reception area and passages

3.2 Specific deliverables

Cleaning of Buildings/Offices and Supply of rented ablution services according to COVID 19 Regulations:

3.2.1 AMAJUBA DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (02)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day

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Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (34) and Boardroom (02)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (05)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly

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Wash approximately 07 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.2 UMGUNGUNDLOVU (CASCADES) DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (4)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (30) and Boardroom (02)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily

INITIAL_____

Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (10)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 13 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.3 ETHEKWINI MARINE OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (2)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (31) and Boardroom (02)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (00)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 08 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.4 HARRY GWALA DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	Daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (16) and Boardroom (01)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (02)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 08 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.5 ILEMBE DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (01)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (32) and Boardroom (02)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (02)	Frequency
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INITIAL _____

Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 03 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.6 KING CETSHWAYO ENVIRO DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (14) and Boardroom (1)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (3)	Frequency
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INITIAL_____

Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Monthly
All light fitting covers dusted	Weekly
Clean light switches	Weekly
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 6 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.7 KING CETSHWAYO DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (20) and Boardroom (1)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (3)	Frequency
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INITIAL_____

Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet door and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.8 MINISTRY OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (04)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (32) and Boardroom (03)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (09)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Daily
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash 8 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.9 UMKHANYAKUDE (UMKUZE) DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (2)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (41) and Boardroom (4)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (8)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet	Daily

INITIAL_____

doors and handles with a germ-killing cleaning detergent	
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Daily
Wash 6 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.10 UMTUBATUBA DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (23) and Boardroom (1)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (8)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors	Daily

INITIAL_____

and handles with a germ-killing cleaning detergent	
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Daily
Wash 6 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.11 RASET DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (16) and Boardroom (02)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

INITIAL _____

Toilets (0)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Daily
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Daily
Window sills and ledges must be damp wiped and	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.12 TOURISM DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (41) and Boardroom (01)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week

INITIAL _____

Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (06)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.13 UGU DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (4)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (31) and Boardroom (2)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

INITIAL _____

Toilets (3)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Daily
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 08 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.14 ZULULAND (ULUNDI) DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (24) and Boardroom (1)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

INITIAL _____

Toilets (3)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Daily
Wash 6 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.15 UMZINYATHI DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (19) and Boardroom (1)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (7)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors	Daily

INITIAL_____

and handles with a germ-killing cleaning detergent	
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 07 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.16 UTHUKELA DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (02)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (20) and Boardroom (01)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (04)	Frequency
Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet	Daily

INITIAL_____

doors and handles with a germ-killing cleaning detergent	
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Weekly
Wash approximately 07 government vehicles	Weekly
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
Shoe Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

3.2.17 ZULULAND (VRYHEID) DISTRICT OFFICE

Common Areas	Frequency
All floors must be swept, mopped and polished	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Walkways and staircase rails to be wet- wiped	Daily
Window ledges wet wiped	Daily
Internal walls and doors must be spot cleaned	Weekly
Internal walls and doors wiped down using a cleaning detergent and dried	Quarterly
Parking lots must be swept and scrubbed	Quarterly
Dispose of municipal refuse bins and disinfect refuse bins	Twice a week
Follow COVID 19 protocol	Daily

Kitchen (1)	Frequency
All floors must be swept and mopped using cleaning detergent	Daily
Internal walls and doors wiped down	weekly
Wash kitchen utensils and staff dishes	Twice a day
Clean all kitchen equipment with cleaning detergents	daily
Wipe interior of cupboards with cleaning detergents	weekly
Follow COVID 19 protocol	Daily

Offices (18) and Boardroom (2)	Frequency
Empty and clean waste baskets and receptacles	Twice a day
Disinfect waste baskets and receptacles	Daily
Surfaces of all furniture and equipment to be dusted	Daily
Dust fixtures and fittings	Daily
Dust venetians and vertical blind, window ledges and skirting	Weekly
Wipe glass doors, office doors and bright metal fittings	Daily
Wipe and disinfect telephones	Daily
Dust desks and counters	Daily
Polish desks and counters	Daily
Clean interior windows and partitioning	Weekly
Spot clean internal walls	When necessary
Damp wash all vinyl- covered furniture	Weekly
Feather- dust computers including monitors	Daily
Vinyl and leather chairs must be dusted	Daily
Leather to be appropriately treated	Quarterly
Spot clean cloth chairs	When required
Follow COVID 19 protocol	Daily

Passageway and Fire Escapes	Frequency
Sweep and scrub all cement/granite finished floor	Daily
Spot clean walls and doors	Daily
Strip and seal tiles	Monthly
Dispose of refuse	Twice a day
Disinfect waste baskets and receptacles	Daily

Sand Stone Tiles	Frequency
Cleaned with a wet mop with neutral detergent	Daily
Polish	Twice a week
Buffed	Twice a week
Strip and seal	Initially and every six months
Follow COVID 19 protocol	Daily

Toilets (4)	Frequency
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INITIAL _____

Clean all surfaces, seats, seat hinges, all tap covers and cistern handle, toilet doors and handles with a germ-killing cleaning detergent	Daily
Sweep and mop floors with a recognized germ cleaning detergent	Daily
Wipe ventilators and window seals with germ killing cleaning detergent	Daily
Clean hand basins with a germ-killing cleaning detergent internal and outside	Daily
Clean toilets, urinals with a germ-killing cleaning detergent	Daily
Damp wipe mirrors, toilet roll holders, paper towel dispenser with a germ-killing cleaning detergent	Daily
Follow COVID 19 protocol	Daily

Other Areas	Frequency
Side panels must be damp wiped with disinfectant	Weekly
Deep clean all floors and blinds	Weekly
All light fitting covers dusted	Weekly
Clean light switches	Daily
Shelves must be dusted	Weekly
Window sills and ledges must be damp wiped and	Daily
Follow COVID 19 protocol	Daily

Rented items for toilets/ Ablution facilities	Installation
Paper towel and towel dispensers	to be mounted on wall
Liquid soap and soap dispensers	to be mounted on wall
Toilet paper and toilet paper dispensers	to be mounted on wall
Wall Deodorant sprays for toilets	to be mounted on wall
She Bins with disposable bags	to be supplied
Men's urinary deodorant and dispensers	to be mounted on wall
Follow COVID 19 protocol	Daily

Notes to Bidders:

1. Rubbish /Waste must be sorted according to their categories and be placed in the available rubbish /waste bins near the main gate which must be taken out for collection by the Local Municipality on collection days.

The other waste matter which qualifies for recycling shall be kept on the available waste bins until collection days by the recycling company. Cleaning staff shall ensure that correctly sorted waste is placed correctly on different waste bins all the time. The Supervisors of the contractor shall be trained on this, prior the execution of this duty by his/her staff.

All Rubbish / Waste Bins must be cleaned, disinfected and replaced to their positions.

2. She Bins/Sanitary Bins to be emptied and cleaned regularly by a qualified/recognized service provider, at the cost of the contractor. The removal of SHE bins must be guided by the Health and Safety Standards.

3. Furniture must be polished with a clear non-stain polish. No residue to remain following polishing.

4. Service provider to ensure refilling of toilet papers, hand towel papers and hand liquid soaps.

Note: the department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract.

4. TIME FRAMES

4.1 Anticipated Contract Duration

- The duration of the contract shall be Thirty-six (36) months after signing of the Service Level Agreement; and
- The cleaning services must be provided on start date as agreed on appointment.

INITIAL_____

5. BID REQUIREMENTS

5.1 Standard Bid Documentation

All bidders are required to complete the Standard Bid Documentation.

5.2 Technical Proposal Requirements

5.2.1 For the purpose of this work, the Department requires information as per the below requirement. **None submission of such information will result in disqualification.**

Minimum Requirements	Proof/Documents to be Provided
5.2.1.1 Company profile.	Company profile with written references from previous contracts/employers clearly stating start dates and end dates. All references and previous contracts will be verified by the Department.
5.2.1.2. Registration with the Bargaining Council for the Contract Cleaning Industry (BCCCI)	Proof of a valid registration with the Bargaining Council BCCCI.
5.2.1.3. Proof of registration as an employer with Unemployment Insurance Fund (UIF) and COIDA.	Proof of a valid registration with Department of Labour for Unemployment Insurance Fund (UIF), and Workman's compensation certificate (COIDA)

5.3 Financial Proposal and Budget Breakdown

The total quotation price must include all labour, materials, machinery and must include consumables on rental basis as appended in the attached annexures; for which unit prices to be on a fixed monthly cost inclusive of VAT.

6. REPORTING

The Service Provider is required to submit all queries and reports on the provision of cleaning to the Acting Director: Auxiliary Services, Ms Nomathamsanqa Kunene; KZN Department of Economic Development, Tourism and Environmental Affairs. Contact: 033-264 2733, Email: Nomathamsanqa.kunene@kznedtea.gov.za

7. SPECIAL CONDITIONS OF THE CONTRACT.

7.1 EXECUTION CAPACITY

Bidders must provide adequate information on the following:

- Technical competency in rendering cleaning services;
- Exposure to / experience with complex cleaning and maintenance projects;
- Appropriate qualification of employees;
- Handling risks related to the delivery of cleaning services;
- References and submissions of proof and
- Any other information to prove capacity to deliver.
- COVID 19 measures to be undertaken.

7.2. DUTIES OF CONTRACTOR

7.2.1 The service rendered by the personnel of the Contractor shall be rendered under competent supervision provided by the Contractor.

7.2.2 The Contractor shall be responsible to take command of and control over the deployment of his personnel on a daily basis at the designated sites.

7.2.3 The Contractor's personnel shall be dressed in uniform at all times.

INITIAL_____

7.2.4 The Contractor shall provide the necessary equipment (which shall at all times be in working order and condition) to enable its personnel to perform their duties to the satisfaction of the Department of Economic Development, Tourism and Environmental Affairs.

7.3 COMPLIANCE WITH STATUTES AND SAFETY RULES

7.3.1 The Contractor shall comply with all applicable legislation and safety requirements adopted from time to time and instructed by the Management. Shall be deemed to have been allowed for in the rates and prices in the contract.

7.3.2 The Contractor shall, in particular, comply with the following:

7.3.3 The registration with BCCCI – valid for 12 months from the date of issue

7.3.4 The Compensation for Occupational Injuries and Diseases (Act, No 130 of 1993). The Contractor shall submit proof of his registration and good standing with the Compensation Commissioner in terms of the Act.

7.3.5 The Occupational Health and Safety Act (Act 85 of 1993).

The Contractor is, in terms of section 37(2) of Act 85 of 1993 deemed to be an employer in his own right with duties as prescribed in the said Act and agrees to ensure that all work will be performed or machinery and plant used in accordance with the provisions of the Act in respect of all persons in his employment. The agreements in this contract and all documents attached or referred to, form an integral part of the arrangements and procedures mentioned in the aforementioned section.

7.3.6 The Department upholds the good principles entailed in the Recycling Policy of the Department therefore the Service Provider will have to uphold the same principles through the supervision of each site/offices.

7.3.7 The contractor to comply with COVID 19 regulations.

7.4 LIABILITY

The contractor shall be liable for the acts and omissions of its personnel and /or employees in the execution of their duties against:

- any damage to the Department's property, whether movable or immovable;
- loss of property belonging to the Department
- liability in respect of any damage to property, whether movable or
- immovable from third parties;
- liability in respect of loss property belonging to third parties,
- liability in respect of the death of, unlawful arrest, injury, illness or disease to any person.

7.5 CONDITION OF THE CONTRACT

- Provident fund is a condition of award and it is not going to be part of the administrative compliance.

7.6 INDEMNITY CLAUSE

The Department will not be held responsible for any injuries incurred by the Contractor and its employees/personnel while rendering the service.

7.7 PENALTIES

Should at any time during the contract period be determined that the Contractor's personnel failed to perform in one or other facet of their duties without a reasonable motivation the contract will be terminated.

7.8 HOURS OF WORK

The working hours shall be from 7H00 to 15H30. The Contractor shall confine his work to the working hours as agreed upon except when work outside those hours is permitted by the Management at the Contractor's request or ordered by the Manager.

7.9 CONTRACT NOT TO BE CEDED OR ASSIGNED WITHOUT APPROVAL

The Contractor will not be allowed to cede or assign his rights and / or obligations under the contract or to sublet the contract work or any part thereof, without the consent of the Department.

7.10 EXECUTION OF WORK

The service rendered shall be carried out by the Contractor in a thorough and workman manner and to the satisfaction of the Department.

7.11 INSPECTION OF SITE

There will be a compulsory site inspection wherein the Contractor will inspect the site and satisfy himself/herself before submitting the tender, as to the nature of the work, number of personnel required and material necessary to render the service as required in the tender document.

7.12 CARE OF THE WORKS

The obligation to take care of and provide custody for the contract work and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to prevent injury to persons or damage to property and to protect adjoining properties from trespass or damage to progress of the contract.

7.13 REMUNERATION

7.13.1 The Department shall remunerate the Service Provider in respect of his/her services rendered in accordance with the appropriate conditions as set forth.

7.13.2 The Service Provider agrees hereto that responsibility of payment for services rendered to the Department shall vest in the Service Provider, who shall on monthly basis submit an invoice to the Department.

7.13.3 The service Provider shall submit to the Department a tax invoice for each month, and the Department shall pay to the Service Provider the amount of invoice within 30 (thirty days) of receipt of an agreed invoice. All supporting documents must be attached to all invoices submitted.

7.13.4 In the event that the Department is not satisfied with the performance of the Service Provider, the Department shall give written notice to this effect to the Service Provider providing sufficient detail and a reasonable time frame to enable the service provider to rectify such performance.

7.13.5 In the event of the entire amount or a portion of the invoice being disputed by the Department, only a portion in the dispute shall be held for payment, until the dispute is resolved. The undisputed portion shall be paid to the Service Provider within the stipulated time frames.

7.13.6 The Service Provider shall immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.

7.14 GENERAL

7.14.1 All cleaning staff to be neatly attired and easily identifiable by use of uniforms.

7.14.2 The contractor is not responsible for payment of accounts for refuse, electricity or water used in the performance of this contract.

7.14.3 Storage facilities for the contractor's stock and equipment will be provided. The contractor will be responsible for the security thereof.

7.14.4 The contractor must arrange for adequate supervision of his/ her employees so as to ensure that all services are rendered efficiently to the entire satisfaction of the Department of Economic Development, Tourism and Environmental Affairs. The contractor must provide a responsible person to be in charge of the labour at all times.

INITIAL _____

- 7.14.5 The contractor must make his/her own arrangement for the transport of his/her employees.
- 7.14.6 The contractor must ensure that his/her employees are medically fit to execute their duties and ensure replacement in the event of absence of his employees.
- 7.14.7 The contractor shall be responsible for any keys handed to him/her during the specified days and times of contract. In the event of any keys being lost by the employee of the contractor, the contractor will be responsible for replacing the keys
- 7.14.8 Prices to include value added tax where a contractor is a VAT vendor.
- 7.14.9 The monthly rental charge includes cleaning and maintenance of stock and equipment. The contractor will replace free of charge any worn out stock and equipment which is attributable to wear and tear.
- 7.14.10 Stock and equipment to be cleaned and maintained only by the contractor.
- 7.14.11 In the event of the contractor for any reason terminating this agreement before the expiry date, a cancellation fee equivalent to any or all additional costs which the Department of Economic Development, Tourism and Environment Affairs may have incurred in awarding this service to a suitable contractor will be payable by the contractor.
- 7.14.12 This contract will not be subject to any increase in costs for the duration other than for statutory wage increases in which case it will be the responsibility of the contractor to provide written proof of the costs.

8. Team Composition

Supervisors - CV's must be submitted.

NB: In case where the service provider is bidding for more than one district, different teams must be submitted for each office.

Job Title	Qualification	Knowledge and Experience
Supervisors	Grade 10	<ul style="list-style-type: none"> • Must be able to communicate in IsiZulu and English • A minimum of 3-5 years' experience in being a supervisor. • Must be physically fit.
General Workers	Grade 08	<ul style="list-style-type: none"> • Must be able to communicate in IsiZulu and English • Must be physically fit.

9. EVALUATION CRITERIA

The Evaluation Process will be conducted in the following phases:

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Pre- Qualification Criteria	Administrative Compliance	Functionality Requirement	Price and Preference	Negotiation and Final Award
Assessment of Pre- Qualification Criteria	Compliance with Mandatory and other Bid Requirements	Bidders will be assessed to verify capacity to execute the contract	Bids will be evaluated using the 80/20 preference points system	Successful bidder will be informed of the outcome and negotiations will be performed where applicable

9.1 Phase 1 - Pre – Qualification Criteria

In terms of Regulations 3(b) and 4 of the Preferential Procurement Policy Framework Act (PPPFA) Regulations, 2017, the Department intends to apply the pre-qualification criteria for this bid. Only entities who qualify in terms of the criteria below will be evaluated further in terms of functional requirements as well as the 80/20 preference points systems.

Only Bidders who meet the below pre-qualification criteria should respond to this bid.

- Entities who are Level 1 status level contributors to B-BBEE or
- Entities who are EME or QSE status level contributors to B-BBEE.

Tenderers are required to submit proof of B-BBEE Status Level of contributor. Proof includes a valid B-BBEE Status Level Verification Certificate issued by a verification agency accredited by SANAS or sworn affidavit signed by an EME representative attested by Commissioner of Oaths or B-BBEE certificate issued by the Companies and Intellectual property Commission for EMEs.

Tenderers who do not meet the pre-qualification criteria stipulated in the tender document will be disqualified from further evaluation.

9.2 Phase 2 – Administrative Compliance

During this phase of evaluation bidders' TOR responses will be evaluated based on compliance with administrative requirements listed hereunder. Failure to meet any of the requirements listed below shall invalidate the bids. The following documents must be submitted for administrative compliance purposes;

MANDATORY REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE

Phase 2- MANDATORY REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE

CSD Registration number	The Entity must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal.
Tax Information	No tender may be awarded to any tenderer whose tax matters have not been declared by the SARS to be in order.
Bidder's Disclosure – SBD 4	Completed and signed
Authority to Sign a Bid: COMPANIES	The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Bid: SOLE PROPRIETOR (ONE – PERSON BUSINESS)	The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Bid: CLOSE CORPORATION	The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Bid: CO-OPERATIVE	The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Bid: JOINT VENTURE	The bidder must indicate the enterprise status by signing the appropriate box. Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>

Authority to Sign a Bid: CONSORTIUM	The bidder must indicate the enterprise status by signing the appropriate box. Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Authority to Sign a Bid: PARTNERSHIP	The bidder must indicate the enterprise status by signing the appropriate box. A resolution letter must be submitted together with this bid and <u>such resolution shall include a specimen signature of the signatory.</u>
Company profile.	Company profile with written references from previous contracts/employers clearly stating start dates and end dates. All references and previous contracts will be verified by the Department.
Registration with the Bargaining Council for the Contract Cleaning Industry (BCCCI)	Proof of a valid registration with the Bargaining Council BCCCI.
Proof of registration as an employer with Unemployment Insurance Fund (UIF) and COIDA.	Proof of a valid registration with Department of Labour for Unemployment Insurance Fund (UIF), Workman's compensation certificate (COIDA) and Letter of good standing

9.3 Phase 3 – Functionality Requirements

The following is the weighting awarded for each element and the threshold scores for each

No	Evaluation Criteria	Guidelines	Maximum Points
1	Understanding of Assignment	Bidders are required to describe in detail their understanding of the brief and TORs by submitting a detailed technical methodology demonstrating the ability of the bidder to meet the project objective.	10
2	Number of cleaning projects previously undertaken by the company	The service provider to provide detailed references from previous clients for work similar to the project detailing the actual work completed. The references must include the company name, contactable references and contact numbers, duration of the contract and value of the contract.	10
3	Personnel Experience: Supervisors Experience	The service provider to provide detailed curricula vitae (CVs) for the project supervisor clearly indicating the experience of the allocated team leader(s) in the supervising of similar projects and number of years' experience held by the supervisor and cleaners.	10
Overall Score Total			30

INITIAL _____

Overall bidders must score a minimum of 60% in the functionality assessment to go through to Phase 4 of the evaluation of the bid (Price and Preference Evaluation)

9.4 Phase 4 – Price and Preference Evaluation

9.4.1 In terms of Regulations 6 and 7 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 system.

The following formula will be used to calculate the points for price:

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

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

Bidders are required to complete the preference claim form (Standard Bidding Document (SBD) 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit at the closing date of the bid in order to claim the B-BBEE status level point.

The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price at the participant's level.

Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by an accredited verification agency or a sworn affidavit will be considered for preference points at the participant's level.

9.5 Phase 5: Negotiation and final award

Once the evaluation and adjudication processes have been concluded, Successful bidder will be informed of the outcome and negotiations will be performed where applicable.

Note: the department reserves the right to change premises in case of lease termination etc. occurring in the duration of the contract.

1. AMAJUBA DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL_____

1.1 Quantities of toilets to be provided with rented toilet dispensers/items**AMAJUBA**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 2	02	02	02	02	02	02	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 2	02	02	0	02	02	02	01
Total	05	05	03	05	05	05	01

1.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	05	R_____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	03	R_____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	05	R_____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	05	R_____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R_____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	05	R_____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	05	R_____
Total Inclusive of Vat		R_____

1.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

1.4 Total Pricing for Bid (AMAJUBA)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

2. UMGUNGUNDLOVU (CASCADES) DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

2.1 Quantities of toilets to be provided with rented toilet dispensers/items

UMGUNGUNDLOVU (CASCADES)

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 5	05	05	05	05	05	05	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 4	04	04	0	04	04	04	01
Total	10	10	06	10	10	10	01

2.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	10	R _____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	06	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	10	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	10	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	10	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	10	R _____
Total Inclusive of Vat		R _____

2.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R _____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R _____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R _____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (Total cost for the month Inclusive of Vat)	As per each office need	R _____
Total Inclusive of Vat		R _____

2.4 Total Pricing for Bid UMGUNGUNDLOVU (CASCADES)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R _____	R _____	R _____	R _____	R _____

NB: Total amount must be transferred to Section H of the bid document

3. ETHEKWINI DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL_____

3.1 Quantities of toilets to be provided with rented toilet dispensers/items**ETHEKWINI**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets=	0	0	0	0	0	0	0
Disability toilets =	0	0	0	0	0	0	0
Male Toilets =	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

3.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	0	R_____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	0	R_____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Total Inclusive of Vat		R_____

3.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

3.4 Total Pricing for Bid (ETHEKWINI)

DESCRIPTION	A AMOUNT MONTH PER (Labour)	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

4. HARRY GWALA DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL_____

4.1 Quantities of toilets to be provided with rented toilet dispensers/items**HARRY GWALA**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 1	01	01	02	02	02	02	0
Disability toilets =	0	0	0	0	0	0	0
Male Toilets = 1	01	01	0	02	02	02	01
Total	02	02	02	04	04	04	01

4.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	02	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	04	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	04	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	04	R _____
Total Inclusive of Vat		R _____

4.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

4.4 Total Pricing for Bid (HARRY GWALA)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

5. ILEMBE DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

5.1 Quantities of toilets to be provided with rented toilet dispensers/items

ILEMBE

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 1	01	01	01	01	01	01	0
Disability toilets = 0	0	0	0	0	0	0	0
Male Toilets = 1	01	01	0	01	01	01	01
Total	02	02	01	02	02	02	01

5.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	01	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	02	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Total Inclusive of Vat		R _____

5.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R _____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R _____
Total Inclusive of Vat		R _____

5.4 Total Pricing for Bid (ILEMBE)

DESCRIPTION	A AMOUNT MONTH PER (Labour)	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R _____	R _____	R _____	R _____	R _____

NB: Total amount must be transferred to Section H of the bid document

6. KING CETCHWAYO ENVIRO DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

6.1 Quantities of toilets to be provided with rented toilet dispensers/items**KING CETSHWAYO ENVIRO**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 1	01	01	02	02	02	02	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 1	01	01	0	02	02	02	01
Total	03	03	03	05	05	05	01

6.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	03	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	05	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Total Inclusive of Vat		R _____

6.3 Pricing of Services and Consumable Items on A Monthly Basis:

Description	Cost
Toilet Paper Quality Double Ply (total cost for the month Inclusive of Vat)	
Kitchen Detergent (total cost for the month Inclusive of Vat)	R _____
Liquid Dishwasher Soap (total cost for the month Inclusive of Vat)	R _____
Liquid Floor Polish (total cost for the month Inclusive of Vat)	R _____
Furniture Polish (total cost for the month Inclusive of Vat)	R _____
Other	R _____
Total incl of VAT	R _____

6.4 Total Pricing for Bid (KING CETSHWAYO ENVIRO)

DESCRIPTION	A AMOUNT MONTH (Labour)	PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R _____		R _____	R _____	R _____	R _____

NB: Total amount must be transferred to Section H of the bid document

7. KING CESHWAYO DISRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

7.1. Quantities of toilets to be provided with rented toilet dispensers/items

KING CETSHWAYO

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 1	01	01	02	02	02	02	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 1	01	01	0	02	02	02	01
Total	03	03	03	05	05	05	01

7.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	03	R_____
Sanitary/ She Bins and Disposable Bags total cost for the month inclusive of Vat	03	R_____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	04	R_____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	05	R_____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R_____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	05	R_____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	05	R_____
Total Inclusive of Vat		R_____

7.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

7.4 Total Pricing for Bid (KING CETSHWAYO)

DESCRIPTION	A AMOUNT MONTH (Labour)	PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____		R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

8. MINISTRY DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

8.1 Quantities of toilets to be provided with rented toilet dispensers/items

MINISTRY

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 4	04	04	04	04	04	04	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 4	04	04	0	04	04	04	02
Total	09	09	05	09	09	09	02

8.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	09	R _____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	05	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	09	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	02	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	09	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	09	R _____
Total Inclusive of Vat		R _____

8.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

8.4 Total Pricing for Bid (MINISTRY)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

9. UMKHANYAKUDE DISTRICT OFFICE (UMKUZE)

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL_____

9.1 Quantities of toilets to be provided with rented toilet dispensers/items

UMKHANYAKUDE (UMKUZE)

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 3	03	02	03	02	03	03	0
Disability toilets = 2	02	02	02	02	02	02	02
Male Toilets = 3	03	02	0	02	03	03	03
Total	08	06	05	06	08	08	05

9.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	05	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	06	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	06	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Total Inclusive of Vat		R _____

9.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (Total Cost for the Month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (Total Cost for The Month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

9.4 Total Pricing for Bid UMKHANYAKUDE (UMKUZE)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

10. UMTUBATUBA DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

10.1 Quantities of toilets to be provided with rented toilet dispensers/items**UMTUBATUBA**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 4	04	04	04	04	04	04	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 3	03	03	0	03	03	03	01
Total	08	08	05	08	08	08	01

10.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	05	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	08	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Total Inclusive of Vat		R _____

INITIAL _____

10.3. Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (Total cost for the month Inclusive of Vat)	02	R _____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (Total Cost for the Month Inclusive of Vat)	As per each office need	R _____
Total Inclusive of Vat		R _____

10.4 Total Pricing for Bid (UMTUBATUBA)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R _____	R _____	R _____	R _____	R _____

NB: Total amount must be transferred to Section G of the bid document

11. RASET DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

11.1 Quantities of toilets to be provided with rented toilet dispensers/items**RASET**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 0	0	0	0	0	0	0	0
Disability toilets = 0	0	0	0	0	0	0	0
Male Toilets = 0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

11.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	0	R_____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	0	R_____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	0	R_____
Total Inclusive of Vat		R_____

INITIAL_____

11.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

11.4 Total Pricing for Bid (RASET)

DESCRIPTION	A AMOUNT MONTH PER (Labour)	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

12. TOURISM DISRTICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

12.1 Quantities of toilets to be provided with rented toilet dispensers/items**TOURISM**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 3	03	03	03	03	03	06	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 2	02	02	0	02	03	04	01
Total	06	06	04	06	07	11	01

12.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	06	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	04	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	06	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	06	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	06	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	11	R _____
Total Inclusive of Vat		R _____

INITIAL _____

12.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

12.4 Total Pricing for Bid (TOURISM)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

13. UGU DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

UGU DISTRICT OFFICE

13.1 Quantities of toilets to be provided with rented toilet dispensers/items

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 1	01	02	01	02	02	02	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 1	01	02	0	02	02	02	01
Total	03	05	02	05	05	05	01

13.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	02	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	05	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Total Inclusive of Vat		R _____

INITIAL _____

13.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

13.4 Total Pricing for Bid (UGU)

DESCRIPTION	A AMOUNT MONTH (Labour) PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

14. ZULULAND (ULUNDI) DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL _____

14.1 Quantities of toilets to be provided with rented toilet dispensers/items**ZULULAND (ULUNDI) DISTRICT OFFICE**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets = 1	01	01	02	01	02	02	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets =1	01	01	0	01	02	02	01
Total	03	03	03	03	05	05	01

14.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	03	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	03	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	03	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	05	R _____
Total Inclusive of Vat		R _____

14.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

14.4 Total Pricing for Bid (ULUNDI)

DESCRIPTION	A AMOUNT MONTH (Labour)	PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____		R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

15. UMZINYATHI DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL_____

15.1 Quantities of toilets to be provided with rented toilet dispensers/items**UMZINYATHI**

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 04	04	04	04	04	04	04	0
Disability toilets = 1	01	01	01	01	01	01	0
Male Toilets = 2	02	02	0	02	02	02	01
Total	07	07	05	06	07	07	01

15.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	07	R_____
Sanitary/ She Bins and Disposable Bags (total cost for the month Inclusive of Vat)	05	R_____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	07	R_____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	07	R_____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R_____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	07	R_____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	07	R_____
Total Inclusive of Vat		R_____

INITIAL_____

15.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

15.4 Total Pricing for Bid (UMZINYATHI DISTRICT)

DESCRIPTION	A AMOUNT MONTH PER (Labour)	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

16. UTHUKELA DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

16.1 Quantities of toilets to be provided with rented toilet dispensers/items

UTHUKELA DISTRICT OFFICE

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 2	02	03	03	02	03	03	0
Disability toilets = 0	0	0	0	0	0	0	0
Male Toilets = 2	02	03	0	02	03	03	01
Total	04	06	03	04	06	06	01

16.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	04	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	03	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	06	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	04	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	04	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	06	R _____
Total Inclusive of Vat		R _____

16.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Floor Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Industrial Carpet Cleaners (total cost for the month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

16.4 Total Pricing for Bid (UTHUKELA DISTRICT OFFICE)

DESCRIPTION	A AMOUNT MONTH PER (Labour)	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____	R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

17. ZULULAND - VRYHEID DISTRICT OFFICE

LABOUR RATES

NB:

- Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (UIF, BONUS, COIDA, skill development levy, etc.)
- All cleaning equipment must be provided by the bidder
- Pricing must be fixed for the duration of the project. Wage increment must be based on Department of Labour Sectorial Bargaining Council which is BCCCI.
- Management fee must not exceed 30% of the TOTAL BID OFFER.

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- A	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.33 weeks per month)	R
Total Monthly Wage- B	R

Bidder Initials

Bidder's signature:

Date:

INITIAL_____

ZULULAND (VRYHEID) DISTRICT OFFICE

17.1 Quantities of toilets to be provided with rented toilet dispensers/items

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 2	02	04	02	02	04	04	0
Disability toilets = 0	0	0	0	0	0	0	0
Male Toilets = 2	02	04	0	02	04	04	01
Total	04	08	02	04	08	08	01

17.2 Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (total cost for the month Inclusive of Vat)	04	R _____
Sanitary/ She Bins and Disposable Bags total cost for the month Inclusive of Vat	04	R _____
Liquid Soap and Soap Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Wall Deodorant Sprays and Holders (total cost for the month Inclusive of Vat)	04	R _____
Men's Urinary Deodorants Dispensers (total cost for the month Inclusive of Vat)	01	R _____
Toilet Seat Wet Wipes and Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Toilet Paper Holders And three tier Dispensers (total cost for the month Inclusive of Vat)	08	R _____
Total Inclusive of Vat		R _____

17.3 Pricing of Equipment's and Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Floor Cleaners (Total Cost for The Month Inclusive of Vat)	02	R_____
Sundries e.g. Kitchen dishwashing clothes, dusters, mops, buckets etc. (total cost for the month Inclusive of Vat)	As per each office need	R_____
Total Inclusive of Vat		R_____

17.4 Total Pricing for Bid (VRHYHEID)

DESCRIPTION	A AMOUNT MONTH (Labour)	PER	B (Overheads)	C Management Fee	D TOTAL D=A+B+C x 36 Months	TOTAL AMOUNT Inclusive of VAT
Thirty-six months (36)	R_____		R_____	R_____	R_____	R_____

NB: Total amount must be transferred to Section H of the bid document

ANNEXURE B

EVALUATION GRID

ASSESSMENT		
Name of project: Cleaning Services at EDTEA OFFICES. District name: _____	Maximum	Initial
Number of cleaning projects previously undertaken by the company	10	
10 or more cleaning Projects	10	
7 - 9 Projects	5	
0 - 6 Projects	3	
Personnel Experience: Supervisors Experience	10	
3 or More Years of Experience	10	
2 -3 Years of Experience	5	
1 Year of Experience	3	
No experience	0	
Understanding of Assignment	10	
Demonstrate clear technical methodology to meet the project objective	10	
Demonstrate satisfactory technical methodology to meet project objective	5	
Demonstrate a poor technical methodology to meet project objective	3	
No demonstration of technical methodology to meet project objective	0	
Minimum passing Score	18	
Overall Total Score	30	

The minimum pass mark for this project is 60 %

Strengths	
Weaknesses	

Evaluation performed by:

Name	
Signature	
Date	

INITIAL _____

ANNEXURE C

CURRICULLUM VITAE

Proposed role in the project:

1. Family name:
2. First name:
3. Date of birth:
4. Nationality:
5. Civil status:
6. Education:

Institution [Date from-Date to]	Degree(s) or Diploma(s) obtained

7. Language skills: indicate competence on a scale of 1 to 5 (1 excellent; 5 basic)

Language	Reading	Speaking	Writing
English			
Zulu			

8. Membership of professional bodies:
9. Other skills: (e.g. Computer literacy, etc)
10. Present position:
11. Years within the firm:
12. Key qualifications: (Relevant to the project)
13. Professional Experience

Date from-date to	Location	Company	Position	Description of projects/ responsibilities etc

14. Other relevant information (e.g. Publications)

ANNEXURE D

STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Statement of exclusivity and availability Tender ref: _____

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer _____ in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders may be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs and that the notification of award of contract to the tenderer may be rendered null and void.

Name	
Signature	
Date	

INITIAL _____