



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

SASSA: 16/21/CS/WC

INVITATION TO BID

SASSA: THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES SERVICE PROVIDER(S) TO RENDER OFFICE CLEANING AND HYGIENE SERVICES AT THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA) WESTERN CAPE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

LOCATION : SASSA Western Cape Regional Office
20th Floor, Golden Acre Building
Cnr Adderley & Strand Street
Cape Town

CLOSING DATE : 26 July 2021
TIME : 11h00

BRIEFING SESSION : N/A

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:		SUPPLY CHAIN ENQUIRIES CAN BE DIRECTED TO:	
Contact Person:	Mr Miles Martin	Contact Person:	Ms Nandipha Mlonyeni
Tel No:	(021) 469 0398	Tel No:	(021) 469 0401
Email address:	MilesM@sassa.gov.za	Email address:	Nandiphaml@sassa.gov.za



*paying the right social grant, to the right person,
at the right time and place. NJALO!*

South African Social Security Agency
Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 •
www.sassa.gov.za

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: SASSA: 16/21/CS/WC
Closing Time 11:00	Closing date: 26 July 2021

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

ITEM NO:	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY <small>(All Applicable Taxes included)</small>
1.			

- Required by: SASSA – Western Cape
- At: OFFICE: REGIONAL
-
- Brand and model
- Country of origin
-
- Does the offer comply with the specification(s)? YES/NO
- If not to specification, indicate deviation(s)

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

SOUTH AFRICAN SOCIAL SECURITY AGENCY- SASSA

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	SASSA: 16/21/CS/WC	CLOSING DATE:	26 July 2021	CLOSING TIME:	11:00		
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER OFFICE CLEANING AND HYGIENE SERVICES AT THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA) WESTERN CAPE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
SASSA WESTERN CAPE, 20 th Floor							
Golden Acre Building							
ADDERLEY STREET , FORESHORE CAPETOWN							
8000							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	NANDIPHA MLONYENI			CONTACT PERSON	MILES MARTIN		
TELEPHONE NUMBER	021 469 0401			TELEPHONE NUMBER	021 469 0398		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	Nandiphaml@sassa.gov.za			E-MAIL ADDRESS	MilesM@sassa.gov.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE	086		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B

TERMS AND CONDITIONS FOR BIDDING

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

DECLARATION OF INTEREST

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means -

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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

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

YES/NO

[illegible]

YES/NO

[illegible][illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

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 not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

POINTS	
PRICE	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.

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) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) Status level certificate issued by an authorized body or person; B-BBEE
 - 2) affidavit as prescribed by the B-BBEE Codes of Good Practice; A sworn
 - 3) requirement prescribed in terms of the B-BBEE Act; Any other
- (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. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

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

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

5. BID DECLARATION

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

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

- 6.1 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.)

7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 7.1.1 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)

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

- 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 least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as
indicated in paragraph 1 of this form;

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

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to the South African Social Security Agency (SASSA) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Reference Numberat the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. Iin my capacity asaccepts your quote under reference numberdatedfor the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER OFFICE CLEANING AND HYGIENE SERVICES AT THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA) WESTERN CAPE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS				

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js385bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the 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 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

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

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

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

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

**8. Inspections,
tests and
analyses**

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

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

**28. Limitation of
liability**

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



TERMS OF REFERENCE:

**APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER OFFICE
CLEANING AND HYGIENE SERVICES AT THE SOUTH AFRICAN
SOCIAL SECURITY AGENCY (SASSA) WESTERN CAPE REGION
FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a single letter 'F' or a similar character.

1. OBJECTIVE

The main objective is to invite bids from prospective service providers for the provision of office cleaning and hygiene services for a period of thirty-six (36) months at SASSA Western Cape Regional, District, Local and Service Points.

2. BACKGROUND

2.1 SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act 13 of 2004).

2.2 According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, SASSA is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

2.3 The SASSA Western Cape region is currently structured as follows:

2.3.1 Regional Office;

2.3.2 District Offices;

2.3.3 Local Offices;

2.3.4 Service Points; and

2.3.5 Records Management Center.

CONTRACT REQUIREMENTS

3. SCOPE OF WORK

3.1 The contract is for the provision of office cleaning and hygiene services in all fixed offices occupied/utilized by the South African Social Security Agency as per **Annexure A** and Service Points as per **Annexure B**.

3.2 The following main function to be performed as per **Annexure C**:

- 3.2.1 Installation and maintenance of Hygiene Equipment
- 3.2.2 General cleaning services;
- 3.2.3 Collect and dispose sanitary bins;
- 3.2.4 Quarterly deep cleaning;
- 3.2.5 Emergency Cleaning;
- 3.2.6 Disinfection of offices;
- 3.2.7 Ad hoc disinfection of offices and vehicles

4. SPECIFICATION OF THE WORK OR PRODUCTS OR SERVICES REQUIRED

4.1 The service provider is expected to provide office cleaning and hygiene services as per **Annexure C**.

5. EVALUATION OF PROPOSALS

The proposals will be evaluated in line with the following criteria:

5.1 STAGE ONE: PRE-QUALIFICATION, MANDATORY AND ADMINISTRATIVE COMPLIANCE REQUIREMENTS

5.1.1 Phase one: Pre-qualification One

5.1.1.1 Only bidders that meets the following criteria will be eligible to submit a bid proposal:

5.1.1.2 Exempt Micro Enterprises (EMEs) with annual turnover of not more than R10 Million or

5.1.1.3 Qualifying Small Enterprises (QSEs) with turnover between R10 million and R50 million

5.1.1.4 As proof of compliance to be a QSE or EME, the B-BBEE status level certificate issued by auditors and accounting officers as contemplated in the close corporation act must be submitted and the following must be detailed on the face of the certificate:

5.1.1.4.1 The Accounting Officer's or Registered Auditor's letter head with full contact details;

- 5.1.1.4.2 The Accounting Officer's or Registered Auditor's practice numbers;
- 5.1.1.4.3 The name and the physical location of the measured entity;
- 5.1.1.4.4 The registration number and, where applicable, the VAT number of the measured entity;
- 5.1.1.4.5 The date of issue and date of expiry;
- 5.1.1.4.6 The B-BBEE Status Level of Contribution obtained by the measured entity;
- 5.1.1.4.7 The total black shareholding and total black female shareholding;
- 5.1.1.4.8 All B-BBEE status level certificates issued by South African National Accreditation System (SANAS) accredited verification agencies must bear the SANAS symbol on the face of the face of the certificates.

5.1.1.5 Qualifying Small Enterprises should complete the affidavit obtainable from the Department of Trade and industry (http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf)

5.1.2 Phase one: Pre-qualification Two

5.1.2.1 Subcontracting

Regulations 4(1) of the PPPFA Regulations 2017 state that "if an organ of state decides to apply pre-qualification criteria to advance designated groups, that organ of state must advertise the tender with a specific tendering condition":

5.1.2.2 The bidder(s) must subcontract, only to Exempt Micro Enterprises (EMEs) contractors based in Western Cape,

with a minimum of 30% but not exceeding a maximum of 50% of the total value of the contract.

5.1.2.3 As proof of compliance to the below-mentioned subcontracting requirement, the bidder(s) must submit:

5.1.2.3.1 Proof of EME as stipulated in paragraph 5.1.1.2

5.1.2.3.2 Company profile of the subcontractor(s);

5.1.2.3.3 Signed subcontracting agreement between the main bidder (s) and the subcontractor clearly stating the percentage to be subcontracted; which should be a minimum of 30% and not exceeding 50% of the total value of the contract;

5.1.2.3.4 Signed subcontracting agreement clearly naming areas in which office cleaning and hygiene services will be provided and the percentage thereof, that is the name(s) of fixed offices and service points.

5.1.2.3.5 The rand value per SASSA site(s) costed for subcontracting must add up to the total percentage being subcontracted (minimum of 30% and not exceeding 50%);

5.1.2.3.6 Certified copy of the ID of the director of the subcontractor(s).

5.1.2.4 Main contractors/bidders must NOT subcontract with their own subsidiary companies as this will be interpreted as subcontracting with themselves and/or using their subsidiaries for fronting.

5.1.2.5 It is the responsibility of the bidder(s) to select subcontractors that meet all the requirements of the bid

so that their bid is not jeopardized by the subcontractor when evaluated. The bidders are responsible for all due diligence on their subcontractors.

5.1.2.6 Bids that do not meet subcontracting requirements will be considered as not being acceptable bids and shall therefore be disqualified.

5.1.2.7 A list of potential subcontractors who are registered in the Central Supplier Database is available and may be drawn by accessing the following link: www.csd.gov.za

NB: Failure to submit the above pre-qualification requirement documents will lead to the disqualification of the bid proposal.

Bids that do not meet the above pre-qualification requirements will be considered as not being acceptable bids and shall therefore be disqualified.

5.1.3 Phase two: Mandatory Requirements

5.1.3.1 Provide Certification for the disposal of sanitary bin content in accordance with the National Environmental Management: Waste Act 59 of 2008 and the Western Cape Environmental Bi-Laws (certified copy not older than six (6) months).

5.1.3.2 Provide fully completed Annexure E per item: Pricing structure template for fixed sites (offices) (electronic copy available at <https://www.sassa.gov.za/Pages/Invitation-to-Bid.aspx>)

5.1.3.3 Provide fully completed Annexure F per item: Pricing structure template for Service Points (electronic copy available at <https://www.sassa.gov.za/Pages/Invitation-to-Bid.aspx>)

5.1.3.4 Provide a list of Current and Previous Contracts as Per Annexure G - Template

NB: Failure to submit and complete the above mandatory required documents will lead to the disqualification of the bid proposal.

5.1.4 Phase three: Administrative Compliance

5.1.4.1 Bidder(s) are required to submit the following documents:

Administrative Requirement	Complaint	Non-compliant
Proof of Company Shareholding Certificate (certified copy)		
Proof of registration with the National Treasury Central Supplier Database in respect of both the main bidder and their subcontractor must be submitted (CSD Registration Reports Required)		
SARS Confirmation Letter - Tax Compliance: Status PIN		
Completed and signed SBD forms by the bidder(s), (SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2, SBD 8 and SBD 9)		
Certified ID copies of all Directors (Main bidder and Sub- Contractor)		
Compensation for Occupational Injuries and Disease Act of 93 (COIDA): Valid letter for tender purposes or Letter of Good Standing from Department of Labour (certified copy)		

NB: Failure to submit the above administrative required documents will lead to disqualification of bid proposals

5.2 STAGE TWO – TECHNICAL EVALUATION (FUNCTIONALITY)

5.2.1 The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined below.

1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good; 5 = Excellent

Phase one – Functionality Criteria	100
FUNCTIONAL EVALUATION CRITERIA	WEIGHT
<p>1. Company Experience</p> <p>Detailing the bidders years of experience in the office cleaning and hygiene service industry, refer to Annexure G, supported by award letters/contracts/purchase orders in respect of each of the contracts completed. Such award letters/contracts/purchase orders from the clients must bear the company logo reflecting name(s) and contact details of client(s); the type of services rendered (specifically Office cleaning and hygiene Services), start, and end dates and values of the contracts as signed by previous client.</p> <p>a) Experience in the provision of office cleaning and hygiene services</p> <p>b) Capability to clean size of the building(s) as per bid requirements - Square meters of bidders' current past/current project site(s) to be assessed. Letters must be attached for current or past contract, indicating the size of the building in square meters.</p>	40
<p>2. Personnel profile detailing</p> <p>Knowledge of the Contract Manager in the office cleaning and hygiene industry, provide detailed CV.</p>	10

FUNCTIONAL EVALUATION CRITERIA		WEIGHT			
<div>3. Innovation</div> <div>Bidders to provide proposals on the following that address environmental concerns and promote efficiency:</div> <div><table><tr><td>Water saving initiatives</td></tr><tr><td>Energy saving initiatives</td></tr><tr><td>Water saving initiatives & Energy saving initiatives</td></tr><tr><td>Environment friendly chemicals, Water saving initiatives & Energy saving initiatives</td></tr></table></div>	Water saving initiatives	Energy saving initiatives	Water saving initiatives & Energy saving initiatives	Environment friendly chemicals, Water saving initiatives & Energy saving initiatives	10
Water saving initiatives					
Energy saving initiatives					
Water saving initiatives & Energy saving initiatives					
Environment friendly chemicals, Water saving initiatives & Energy saving initiatives					
<div>4. Training Plan: Office cleaning and hygiene services</div> <div>The above plan must cover training for all employees prior and during period of contract and should include the following:</div> <div><ul style="list-style-type: none">• Course name and accreditation (if applicable) -• Frequency of training</div>	10				
<div>5. Detailed Project Implementation Plan and Contingency Plan during project execution:</div> <div><ul style="list-style-type: none">• Project Plan• Contingency Plan</div>	20 10				
Failure to submit the above will result in no point scoring	100				

5.2.1.1 Bidders must obtain a minimum of 70 points on technical/ functionality evaluation to qualify for further evaluation on Price and Preference.

5.2.1.2 SASSA reserves the right to invite the bidders (who scored a minimum of 70 points on functionality) to do a presentation on the following areas:

5.2.1.2.1 Project Implementation Plan (as defined under functionality criteria)

5.2.1.2.2 List of types of chemicals and equipment to be installed and used during project execution (as defined under functionality criteria). NB: Samples of sanitary equipment and supplies (e.g. hand soap hand sanitizers, toilet paper, sanitary bin, etc.) to form part of presentation. Demonstration / innovation

5.2.1.2.3 Training Plan (as defined under functionality criteria)

5.3 STAGE THREE: PRICE AND PREFERENCE

5.3.1 The 80/20 preference points system will apply in the evaluation of bid proposals submitted.

Price and Preference	100
Price	80
B-BBEE Status level of contribution	20

5.3.2 Points awarded for B-BBEE Status level of contribution will be evaluated for preference as follows:

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

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

5.3.2.2 Bidder(s) must submit EME verification as per paragraph 5.1.1.2.

5.3.2.3 Qualifying Small Enterprises should complete the affidavit obtainable from the Department of Trade and industry (http://www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf) signed by the bidder representative and attested by a Commissioner of Oaths, together with the bid.

Failure to submit the above status level proof, will be interpreted to mean that preference points for B-BBEE status level of contribution

are not claimed. The B-BBEE verification certificate and the sworn affidavit must have been issued and valid within twelve months.

6 PRICING

6.1 The pricing for the first 12 months is fixed. For the remaining 24 months of the contract the following will apply:

6.1.1 Price increase will be limited to Consumer Price Index (CPI) as issued by Statistics South Africa, and

6.1.2 The Wage Increment Adjustments as per Sectorial wage determination formula will be applied.

6.2 To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format (quote for year 1 only). Deviation from this pricing schedule could result in a bid being declared non-responsive:

6.2.1 **Annexure E: Pricing structure template for Fixed sites (List of Sites as per Annexure A)**

6.2.2 **Annexure F: Pricing structure template for Service Points (List of Service points as per Annexure B)**

7 FORMAT AND SUBMISSION OF BIDS

7.1 Bidders must submit their bids on the stipulated closing date, place and time. Late bids will not be accepted.

7.2 Bid proposals submitted must be bound or in a lever arch file. Each page must be numbered.

7.3 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to mandatory requirements and evaluation criteria.

- 7.4 Each bidder must attach all applicable documents in support of its bid in accordance with the requirements set out in this bid as well as any other relevant materials, photographs and/or attachments.
- 7.5 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the Services on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.
- 7.6 SASSA may, for any reason and at any time during the selection process, request any Bidder to supply further information and/or documentation.

8 BID AWARD AND CONTRACT

- 8.1 The appointment of the successful Bidder is subject to the conclusion of Service Level Agreement (SLA) between SASSA and the successful Bidder governing all rights and obligations related to the required services. The SLA shall be prepared by SASSA to include such terms and conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by SASSA (whether arising from the specifications of the successful bidder's proposal or otherwise).
- 8.2 The contract period is from the date of signing the contract by SASSA, for a period of thirty-six (36) months.
- 8.3 SASSA reserves the right to award the bid in whole, or in part, or not to award the bid at all.

9 LEGAL REQUIREMENTS

- 9.1 The contract shall in all respects be construed in accordance with the laws of the Republic of South Africa and any disputes that may arise between the bidder(s) and SASSA in regard to the contract shall be settled within the courts of the Republic of South Africa.

9.2 Bidder(s) must comply, but not limited to, with the following relevant legislation:

9.2.1 Compensation for Occupational Injuries and Diseases Act, 1993 (Act no.103 of 1993);

9.2.2 The Occupational Health and Safety Act, 1993 (Act no. 85 of 1993;

9.2.3 The Unemployment Insurance Act, 2001 (Act no. 63 of 2001);

9.3 Should any of the above be amended or replaced, such replacement or amendment must be adhered to.

9.4 All bidder(s) must be registered with/in the following:

9.4.1 Central Supplier Database (CSD),

9.4.2 Compensation for Occupational Injuries and Diseases Act (COIDA)

9.4.3 Unemployment Insurance Fund (UIF).

9.5 SASSA shall not tolerate any unfair labour practices that happen during the duration of the contract. Labour disputes are the sole responsibility of the service provider. In the event of a labour dispute the service providers will continue to deploy alternative registered cleaning staff.

10 CONFIDENTIALITY

10.1 The bidder(s) must ensure that SASSA's interests are served at all times during the contract period. Any information gained by the bidder(s) during the course of the contract must be kept in strict confidence and may not be used without the written permission of SASSA.

11 BRIEFING SESSION

- 11.1 Following the declaration by the President of the Republic of South Africa, of COVID-19 as a national disaster in which the President encouraged social distancing and that gatherings of more than 100 people is prohibited; there will be no briefing session held in relation to this specific tender.

12 BID CONDITIONS

- 12.1 Bidders shall be notified in writing, of the decision of SASSA.
- 12.2 Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the SASSA Supply Chain Management general contract conditions.
- 12.3 The Service Provider should not qualify the proposal with his/her own conditions.
- 12.4 Provide confirmation letter that only South African National Standards (SANS) approved cleaning consumables and chemicals will be used (certified copy)
- 12.5 The Agency may in certain instances require an increase or decrease in the number of cleaning staff at a service office. The Agency will prior to effecting such a decrease or increase notify the service provider in writing, within one month.
- 12.6 SASSA shall not accept any responsibility for accounts/expenses incurred by the bidder(s) that was not agreed upon by the contracting parties.
- 12.7 Valid letter for tender purposes or certificate of compliance for Unemployment Fund (UIF) obtainable from the Department of Labour (certified copy)
- 12.8 Any amendments to the terms and conditions of this bid will result in disqualifications.
- 12.9 Bids containing misrepresentation of any facts will upon discovery be immediately disqualified. SASSA reserves the right to cancel the contract of the winning bidder/s if this misrepresentation is discovered.

- 12.10 SASSA reserves the right to award the tender in whole or in part or not to award the tender and is under no obligation to choose all the items on the quotation.
- 12.11 The Agency will not be held liable for any additional expenses incurred by bidders during this bid process.
- 12.12 The bidder(s) shall notify SASSA in writing of any change of address within five days hereof.
- 12.13 The personnel provided in terms of this agreement shall report for duty at those points indicated by SASSA. These points of reporting may vary from time to time according to the operational requirements of SASSA.
- 12.14 The bidder(s) shall be responsible for all costs incurred in the transport, deployment and posting of cleaning staff.
- 12.15 SASSA reserves the right to inspect the services rendered by the bidder(s) at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the site specification.
- 12.16 The successful bidder(s) will enter into a Service Level Agreement (SLA) with SASSA.
- 12.17 It is the responsibility of the bidder(s) to select subcontractors that meet all the requirement of the bid so that their performance during the existence of the contract is not jeopardized by the subcontractor. The bidders are responsible for all due diligence on their subcontractors. SASSA reserves the right to conduct regular inspections during the existence of the contract with a view to evaluate the performance of contractual obligations by the main bidder and its subcontractor.
- 12.18 SASSA reserves the right to negotiate price(s) with the successful bidder(s).
- 12.19 SASSA may, for any reason during relevant evaluation stage(s), request any Bidder to supply further information and/or documentation.

- 12.20 Bidders must provide training to their personnel before the commencement date to ensure that the personnel will immediately be qualified to perform their services to the level of professional efficiency required by SASSA.
- 12.21 SASSA reserves the right to cancel the contract forthwith and to terminate the services of the bidder(s) without prior notice to do so if the bidder(s) becomes unable for any reason whatsoever to implement any terms of the contract due to causes within his/her control or delay without proper cause, proof of which shall rest on the successful bidder(s). In such an event, the bidder(s) shall, when called to do so, hand over to SASSA all documents which are related to the contract.
- 12.22 Services shall be provided eight (8) hours and five (5) days a week.
- 12.23 To pay all cleaning staff employed by the bidder(s) the minimum wages according to the applicable sectorial determination

13 BIDDER(S)'S OBLIGATIONS

- 13.1 Provide a pre-phase, during phase - and close out project Implementation Plan, with detail timeframes for the rollout of the office cleaning and hygiene services.
- 13.2 Provide a list of equipment (Office cleaning and hygiene) to be used (make, model and age of the equipment).
- 13.3 Provide and specify the cleaning, hygiene, consumables and chemicals that will be used. Also confirm in writing e.g. Delivery Note or letterhead that only South African National Standards (SANS) approved cleaning material will be used in SASSA premises.
- 13.4 Planned Sub-Contracting related to this project - This will only be considered to be valid if there is proof of agreement signed by all parties involved.
- 13.5 Provide a comprehensive list of all staff members to be involved in the contract inclusive of their ID numbers and a deployment schedule two (2) week prior to the commencement of the contract.

- 13.6 Provide all the necessary documentation that will comply with the Occupational Health and Safety Act (OHS). These must include the following:
- 13.6.1 Certified copies of Certificates on OHS for Area Manager, Team Leaders and Supervisors.
 - 13.6.2 Documentary proof for all work performed and equipment used on site in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA.
 - 13.6.3 Documentary proof of cleaning equipment serviced and maintained in line with Occupational Health and Safety Standards.
- 13.7 Provide contingency plan for implementation during industrial actions, leave and absenteeism.
- 13.8 Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, PAYE, etc.
- 13.9 Provide monthly management reports.
- 13.10 Maintain the agreed staff compliment as per deployment plan at all times.
- 13.11 Manage the internal disputes among his/her staff in such a way that SASSA is not affected by those disputes.
- 13.12 Ensure that all staff working under this contract is in good health and pose no risk to any SASSA employees.
- 13.13 Comply with SASSA security and emergency policies, procedures and regulations.
- 13.14 Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- 13.15 Provide a cleaning roster, which includes flexi hours for cleaning staff to accommodate the cleaning of common and/or public areas (waiting rooms, passages, public toilets, etc.).
- 13.16 Not use equipment, utensils or chemicals that may damage fittings, persons or any other contents in offices. SASSA has a right to reject any

such equipment, utensils or chemicals that are detrimental to its property and staff.

- 13.17 Not use any harmful, hazardous or highly inflammable substances without the written consent of SASSA.
- 13.18 Re-fill, empty and clean equipment only at designated places.
- 13.19 Dispose sanitary and nappy bins.
- 13.20 Ensure that all staff working under this contract is adequately trained prior to the commencement of the contract, including replacement staff.
- 13.21 Provide all permanent & replacement staff working under this contract with a minimum of two sets of uniform, which state the name of the service provider and that can be clearly distinguished from other service providers, SASSA staff, etc. Ensure that all staff members have and wear their name tags at all times
- 13.22 Ensure that SASSA is timeously informed of any removal and/ or replacement of staff.
- 13.23 Conduct business in a courteous and professional manner.

14 AGENCY OBLIGATIONS

- 14.1 Manage the contract in a professional manner.
- 14.2 Monitor the service provider if he/she pays the cleaners in line with the Sectorial Wage Determination.
- 14.3 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 14.4 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.
- 14.5 Not tolerate any unfair Labour practices between service provider and his/her staff that happen during the execution of the project activities.
- 14.6 Not accept any responsibility for accounts or expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 14.7 SASSA will pay the service provide within 30 days of receipt of invoice in respect of services rendered.

- 14.8 Provide a storage facility for equipment and materials where possible.
- 14.9 If necessary request the withdrawal of a staff member or cleaner if he/she poses a threat to SASSA employees.
- 14.10 Coordinate quarterly meeting with the service provider.
- 14.11 SASSA reserves the right to institute penalties for non-compliance.
- 14.12 Not take responsibility of the safe guarding of the cleaning equipment and chemicals.
- 14.13 SASSA will enter into a Service Level Agreement upon appointment of the suitable Service Provider. These terms and Conditions will also form part of the service level agreement.

15 PUBLIC LIABILITY

- 15.1 The bidder(s) indemnifies SASSA from any claim from a third party and all costs or legal expenses with regard to such a claim for loss or damage resulting from the death, injury or ailment of any person, or the damage of property of the service provider or any other person that may result from or be related to the execution of this contract.
- 15.2 The bidder(s) will be held responsible for any damage or theft by his employees or due to their negligence whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by SASSA against the service provider. SASSA reserves the right to claim for damages against the service provider arising out of negligence and/or poor performance by the service provider or its cleaning staff.
- 15.3 Submit Public Liability Insurance from a reputable and registered insurance company or letter of intent. The cover must be a minimum value of R2 million for a period of 36 months

16 ANTI BRIBERY AND CORRUPTION CLAUSES

- 16.1 The bidder represents that it is familiar with (i) the South African Prevention and Combatting of Corrupt Activities Act, Act 12 of 2004, and (ii) other public and commercial anti-bribery laws which may apply ("Anti-Bribery Laws").
- 16.2 The bidder represents that this tender process will be done in compliance with the Anti-Bribery Laws.
- 16.3 The bidder warrants that it and its affiliates have not made, offered, or authorized and will not make, offer or authorize with respect to the matters which are the subject of this tender, any payment, gift, promise or other advantage, whether directly or through any other person or entity, to or for the use or benefit of any officer or employee of SASSA or any public official (i.e., any person holding a legislative, administrative or judicial enterprise) office, including any person employed by or acting on behalf of a public agency, or a public or any political party or political party official or candidate for office, where such payment, gift, promise or advantage would violate the applicable Anti-Bribery Laws.
- 16.4 The bidder shall not make any payment (facilitation payment) to any employee of SASSA to solicit a pre-determined outcome on a procurement matter or to speed up an administration process in the realization of a pre-determined outcome.
- 16.5 The bidder represents that, to the best of its knowledge and belief, and save as disclosed to SASSA, neither it nor any of its personnel have been investigated (or is being investigated or is subject to a pending or threatened investigation) or is involved in an investigation (as a witness or suspect) in relation to any breach of the Anti-Bribery Laws by any law enforcement, regulatory or other government agency or any customer or supplier; or has admitted to; or been found by a court in any jurisdiction to have engaged in, any breach of the Anti-Bribery Laws, or been debarred from bidding for any contract or business; or are public officials

or persons who might otherwise reasonably be considered likely to assert a corrupt or illegal influence on behalf of the company. The bidder agrees that if, at any time, it becomes aware that any of the representations set out in this clause are no longer correct, it will notify SASSA of this immediately in writing.

- 16.6 Any breach of or failure to comply with the provisions of this clause shall be deemed material and shall entitle SASSA to disqualify the bidder.

A handwritten signature in black ink, consisting of a stylized, cursive letter 'A' or 'J' with a horizontal stroke.

17 PLACE OF DELIVERY

17.1 Tender box will be open from Monday to Friday, between 07h30-16h00.

17.2 Address of the region where bids must be submitted:

South African Social Security Agency: Western Cape Region

20th Floor

Golden Acre Building

Adderley Street

Cape Town 8000

Operational Office Hours: 7h30 – 16h00

17.3 The following contact details in respect of enquiries will apply:

18 ENQUIRIES

Technical Enquiries

Contact Number	Contact Person	Email Address
021-4690398	Miles Martin	Milesm@sassa.gov.za

Supply Chain Management

Contact Number	Contact Person	Email Address
021-4690401	Nandipha Mlonyeni	Nandiphaml@sassa.gov.za

N.B. Any bidder(s) who misrepresents itself in the bidding documents shall be disqualified and blacklisted in terms of relevant/applicable National Treasury Practice Note(s).



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICES
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
ANNEXURE A**

ANNEXURE A

DISTRICT	NO	LOCAL OFFICE AREA	SITE	TOWN/SUBURB	STREET ADDRESS	SQUARE METERS OF OFFICES	OPERATING SCHEDULE PER MONTH	SUPERVISOR	CLEANING STAFF
REGIONAL OFFICE	1	CAPE TOWN	Regional Office	Cape Town	70th Floor Golden Acre Building, Adderley Street	2825	20	1	2
	2	ATHLONE	Local Office	Athlone	Matroosfontein Centre, Kipling Road, Athlone	825	20	1	1
	3	WYNBERG	Local Office	Wynberg	Wynberg Hubert Sports Grounds, Rosemead Avenue, Wynberg	885	20	1	1
	4	CAPE TOWN	Local Office	Cape Town	Master Building, C/o Long & Grand Street, Cape Town	1218	20	1	2
	5	BELLVILLE	Local Office	Bellville	Firstnet Building, C/o Parkway and Mazarin Streets, Bellville	1150	20	1	2
	6	KHAYELITSHA	Local Office	Khayelitsha	1 Jakes Tsoela Street, Khayelitsha	500	20	1	2
	7	KHAYELITSHA	Local Office	Bakshi	Tyrie Place, Khayelitsha	160	20	0	1
METRO 2	8	GRUYTER	Local Office	Gruyter	C/o Bayside Court & Fiske Street, Gruyter	500	20	1	1
	9	DEARFOT WEST	Local Office	Dearfot West	42 Main Road, Dearfot West	655	20	1	1
	10	MITCHELLS PLAIN	Local Office	Mitchells Plain	45 Alpha Road, Westport Park	710	20	1	2
WEST COAST	11	VREDENBURG	Local Office	Vredenburg	85 Main Road, Vredenburg	415	20	1	2
	12		District	West Coast		450	20	0	1
	13		Thursong Centre	Phuthi	Community Hall 3, Zebra Street	116	20	0	1
	14		Thursong Centre	Mamabanyu	Wageningen	100	20	0	1
	15	VREDENBURG	Thursong Centre	Adams	1 Houtkamp Road, Adams	329	20	1	1
	16		Local Office	Vredenburg	Old Bury Building, 10 Vredenburg Road	654	20	1	1
SOLAND OVERBERG	17	WONDERSTER	Local Office	Worcester	82 Outen Road, Worcester	1018	20	0	2
	18		Thursong Centre	Robertson	Corner Paddy and Wesley Streets, Robertson	149	20	0	1
	19		Thursong Centre	Worcester	Worcester Thursong Centre, 31 Worcester Street, Cape	103	20	0	1
	20	CALEDON	Local Office	Caledon	Secretary Street, Caledon	594	20	0	2
	21		Thursong Centre	Groenouwer	Sarah Wright Memorial Hall, Groenouwer Thursong Centre	163	20	0	1
	22	PAARL	Thursong Centre	Brandenburg	C/o Long and Du Maude Streets, Brandenburg	140	20	0	1
	23		Local Office	Paarl	Paarl East Unit 7, 7 New St, Edenburg, Paarl	808	20	0	2
	24		District Office	Paarl	Standard Bank Building, Lady Grey Street, Paarl	350	20	0	1
EDEN KARGO	25	GEORGE	Thursong Centre	Paarl Maitland	Paarl Maitland Thursong Centre	21	20	0	1
	26		Local Office	George	42 Rantzenhof, Courtney Street, George	900	20	0	1
	27		Thursong Centre	Mossel Bay	Mossel Bay Thursong Centre	180	20	0	1
	28	BEAUFORT WEST	Thursong Centre	Kwensakhe	1 Xpula Street, Skunye Thursong Centre, Kwensakhe, Plettenberg Bay	255	20	0	1
	29		Thursong Centre	Thembelwa	7055 Joubert St, Thembelwa, George	214	20	0	1
	30		Local Office	Beaufort West	82 Dutton Street, Beaufort West	617	20	0	2
	31		Thursong Centre	Beaufort West	3 De Vries Street, Beaufort West	117	20	0	1
	32	OUDTSHOORN	Thursong Centre	Prince Albert	54 Mark Street, Prince Albert	114	20	0	1
	33		Thursong Centre	Bongedda	3 - 12th Avenue, Bongedda, Oudtshoorn	255	20	0	2
	34		Thursong Centre	Kennaland	Kennaland Thursong Centre, Leduneh	158	20	0	1
	35		Thursong Centre	Riversdale	Orange Hotel Library Building, Van Der Stroom, Riversdale	81	20	0	1
TOTALS						17 500		16	67



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICES
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
ANNEXURE B**

ANNEXURE B: SERVICE POINTS

DISTRICT	NO	LOCAL OFFICE AREA	SITE	TOWN/SUBURB	ADDRESS	SQUARE METERS PER OFFICE	CLEANING STAFF	DAY PER MONTH
METRO 1	1	ATHLONE	Service Point	Heideveld	Cathkin Community Centre, Heideveld Road, Heideveld	200	1	4
	2		Service Point	Bonteheuwel	Bonteheuwel	200		4
	3		Service Point	Langa	Johnson Ngwevela Hall, Washington Street, Langa	200		4
	4	WYNBERG	Service Point	Retreat	Retreat Civic Centre, C/o Retreat & Toring Road, Retreat	200	1	7
	5		Service Point	Fish Hoek	Fish Hoek Civic Centre, 658 Cental Circle	200		5
	6		Service Point	Lotus River	Lotus Sport Recreation	200		4
	7		Service Point	Hout Bay (Hangberg)	Hout Bay Sports & Recreation Centre, Karbonkel Road, Hangberg, Hout Bay	200		4
	8	BELLVILLE	Service Point	Elsies River	Civic Centre, Elsies River	200	1	8
	9		Service Point	Durbanville	Morning Star	200		2
	10		Service Point	Fisantekraal	C/o Dufah Omar & Pieter Mokaba Street, Fisantekraal	200		2
	11		Service Point	Delft	Delft Civic, Main Road, Delft	200		8
	12	KHAYELITSHA	Service Point	Makhaza	Makhaza Interchange (Library)	200	1	20
	13		Service Point	Khayelitsha Mall	Khayelitsha	200	1	20
	14		Service Point	Harare	Masibambane C/H, Harare	200	1	20
METRO 2	15	GUGULETHU	Service Point	Zofani Centre	Nyanga	200	1	8
	16		Service Point	Phillippi	Library, Brown's Farm, Phillippi	200		8
	17		Service Point	Beautifl' Gate	Lower Cross Roads	200		20
	18	MITCHELLS PLAIN NEW SERVICE POINT	Service Point	Tafelsig	Tafelsig Community Centre	200	1	4
	19		Service Point	Woodlands	Woodlands Community Centre	200		4
	20		Service Point	Rocklands	Rocklands, Mitchells Plain	200		4
	21	EERSTE RIVER	Service Point	Strand	Strand Community Hall	200	1	18
	22		Service Point	North Pine	North Pine Community Hall	200	1	18
	23	CAPE TOWN	Service Point	Du Noon	93 Waxberry Street, Du Noon	200	1	4
	24		Service Point	Kensington	Shawco Hall Civic Centre, Kensington	200		4
	25		Service Point	Citrusdal	Citrusdal Community Hall	200	1	3
	26		Service Point	Lamberts Bay	Lamberts Bay Community Hall	200		1
	27		Service Point	Paleisheuwel	Paleisheuwel	200		1
	28		Service Point	Wuppertal	Wuppertal	200	1	1
	29		Service Point	Sandberg	Sandberg, Sandberg Farm	200		1
	30		Service Point	Leipoldville	3 Doringboom, Leipoldville	200		1
	31		Service Point	Clairwilliam	Clairwilliam	200		3

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DISTRICT	NO	LOCAL OFFICE AREA	SITE	TOWN/SUBURB	ADDRESS	SQUARE METERS PER OFFICE	CLEANING STAFF	DAY PER MONTH
WEST COAST	32	VREDENDAL SERVICE POINTS	Service Point	Graafwater	Graafwater	200	1	1
	33		Service Point	Elands Bay	High Way Road, Elands Bay	200		1
	34		Service Point	Doom Bay	Coast Way, Doom Bay	200		1
	35		Service Point	Ebenhaasar	Ebenhaasar, Plot 118	200		1
	36		Service Point	Rietpoort	High Way, Rietpoort	200	1	1
	37		Service Point	Lutzville	93 Verkeer Street, Lutzville	200		1
	38		Service Point	Van Rynsdorp	MPC, Van Rynsdorp	200		1
	39		Service Point	Molevlei	Molevlei Community Hall	200		1
	40		Service Point	Slofskraal	Slofskraal Community Hall	200	1	1
	41		Service Point	Klawer	Skulls Street, Klawer	200		1
	42		Service Point	Trawal, Boplaas	Trawal, Boplaas	200		1
	43		Service Point	Bitterfontein	Kok Street, Bitterfontein	200		1
	44		Service Point	Nuwerus	Cambro Street, Nuwerus	200	1	1
	45		Service Point	Koekenaap	Koekenaap, Protea Street	200		1
	46		Service Point	Putsekloof	Putsekloof, Highway	200		1
	47	VREDENBURG NEW SERVICE POINTS	Service Point	Darling	Focus Building	200	1	3
	48		Service Point	Saldanha MPC	Saldanha MPC	200		6
	49		Service Point	Riebeeck Wes	Riebeeck Wes Town Hall	200		2
	50		Service Point	Patemoster	Patemoster Clinic	200		1
	51		Service Point	Sidpad Community Hall	Sidpad Community Hall, Vredenburg	200	1	8
	52		Service Point	Langebaan	Langebaan, MPC	200		2
	53		Service Point	Porterville	Community Hall, Jakeranda Street	200		6
	54		Service Point	Hopefield	Hopefield Community Hall	200		2
	55		Service Point	Moorresburg	Community Hall, Sentrum Weg, Rosenhof	200	1	4
	56		Service Point	Veldrift Town Hall	Veldrift Town Hall	200		2
	57		Service Point	Mamre	C/o Adams and Liedeman Street	200	1	2
	58		Service Point	Redelinghuys	Community Hall, Voortrekker Street	200		1
	59		Service Point	Eendekuil	Community Hall, Hoof Street	200		2
	60		Service Point	Aurora	Community Hall, Hoog Street	200		1
	61		Service Point	Cove	Cove	200		1
	62		Service Point	Pella	Pella Kasteel Road	200		1
	63		Service Point	Witsand	Witsand, Resource Centre	200		4
	64		Service Point	Piketberg	Piketberg	200		7
	65		Service Point	Philadelphia	Philadelphia Community Hall	200		1

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DISTRICT	NO	LOCAL OFFICE AREA	SITE	TOWN/ SUBURB	ADDRESS	SQUARE METERS PER OFFICE	CLEANING STAFF	DAY PER MONTH
BOLAND	66	VREDENBURG	Service Point	Vredenburg	Skipad Hall, Esperia Street, Vredenburg	200	1	20
	67		Service Point	Malmesbury	Ilangelethu Thusong Centre, Malmesbury	200	1	20
	68		Service Point	Ashlon	Bernard Community Hall	200	1	8
	69		Service Point	Montagu	Wilhelm Thys Community Hall	200		3
	70		Service Point	Tulbagh	Tulbagh Community Hall	200		16
	71		Service Point	De Doorns	Hexvalley Community Hall	200		16
	72		Service Point	Nkqubela	Nkqubela Community Hall	200	1	1
	73		Service Point	Rawsonville	Rawsonville	200		3
	74		Service Point	McGregor	McGregor Community Hall	200		1
	75		Service Point	Bonnievale	Happy Valley Community Hall	200		3
	76		Service Point	Zolani	Zolani Community Hall	200	1	4
	77	WORCESTER NEW SERVICE POINTS	Service Point	Op Die Berg	Nyukubtaba Community Hall	200		2
	78		Service Point	PA Hamlet	PA Hamlet Community Hall	200		1
	79		Service Point	Agter-Witzenberg	De Elke Hall	200		1
	80		Service Point	Wolseley, Montana	Montana Community Hall	200	1	4
	81		Service Point	Wolseley, Pine Valley	Pine Valley Community Hall	200		6
	82		Service Point	Zwelethemba	Zwelethemba Community Hall	200		4
	83		Service Point	Touwsriver	Community Hall, Dwarfs Street, Touwsriver	200		8
	84		Service Point	Nduti	Community Hall / Esol Fontein Primary Hall	200	1	1
	85		Service Point	Le Chasseur	Danie De Wet Hall	200		1
	86		Service Point	Napier	Napier	200		2
	87		Service Point	Struisbaai	Struisbaai	200		2
	88		Service Point	Elim	Elim	200	1	2
	89		Service Point	Arniston	Arniston	200		1
	90		Service Point	Berrydale	Berrydale	200		1
	91		Service Point	Genadendal	Scheffer Hall, Genadendal	200		2
	92		Service Point	Buffelsjagrvier	Buffelsjagrvier	200	1	1
	93		Service Point	Swellendam	Swellendam	200		3
	94	CALEDOON NEW SERVICE POINTS	Service Point	Riviersonderend	Riviersonderend	200		1
	95		Service Point	Suurbrak	Suurbrak	200		1
	96		Service Point	Hawston	Hawston Thusong Centre, Hawston	200	1	1
	97		Service Point	Kleinmond	Proteadorp Hall, Kleinmond	200		1
	98		Service Point	Gansbaai	Blompark Hall, Gansbaai	200		2
	99		Service Point	Hermanus	Moffet Hall, Hermanus	200		4
	100		Service Point	Stanford	Community Hall, Stanford	200		1

DISTRICT	NO	LOCAL OFFICE AREA	SITE	TOWN/ SUBURB	ADDRESS	SQUARE METERS PER OFFICE	CLEANING STAFF	DAY PER MONTH
	101	PAARL NEW SERVICE POINTS	Service Point	Villiersdorp	Villiersdorp	200	2	2
	102		Service Point	Botriver	Botriver	200		1
	103		Service Point	Khayamandi	Khayamandi, Community Hall	200		4
	104		Service Point	Wellington	Breedt Hall, 36 Parl Street, Wellington	200		3
	105		Service Point	Idas Valley	Idas Valley, Community Hall	200		4
	106		Service Point	Cloetesville	Elkestad Hall, Cloetesville	200		4
	107		Service Point	Franschoek	Groendal Community Hall, Slebeul Street, Groendal, Franschoek	200	2	3
	108		Service Point	Klapmuts	Klapmuts Thusing Centre, Merchant Street, Klapmuts	200		3
	109		Service Point	Simodium	Simodium Community Hall	200		1
	110		Service Point	Saron	Saron Community Hall, Saron	200		3
	111		Service Point	Gouda	Gouda Community Hall, Malva Street, Gouda	200		1
	112		Service Point	Priel	Banquet Hall, Main Road, Priel	200		1
EDEN KAROO	113	BEAUFORT WEST	Service Point	Merweville	Merweville	200	1	2
	114		Service Point	Nelspoort	Nelspoort Advice Office	200		1
	115		Service Point	Klaarstroom	Klaarstroom Comm. Hall	200		1
	116		Service Point	Leinsberg	Leinsberg Thusing Centre	200		3
	117		Service Point	Murraysburg	Murraysburg	200		3
	118		Service Point	Matjiesfontein	Matjiesfontein Community Hall	200		1
	119		Service Point	Vleiland	Vleiland Sports Hall	200		1
	120		Service Point	Lesu C nke	Lesu Gamka	200		2
	121		Service Point	Sedgefield	Sedgefield, Police Station	200		4
	122		Service Point	Hornlee	Hornlee	200	1	4
	123		Service Point	Khayalethu	Khayalethu	200		4
	124	GEORGE	Service Point	Hall	Rheedendal, Municipal Hall	200	1	2
	125		Service Point	Karalara	Karalara	200		2
	126		Service Point	Hall	Witterdrift, Community Hall	200		2
	127		Service Point	Hall	Kranshoek Community Hall	200		2
	128		Service Point	The Craggs	The Craggs, Municipal Hall	200		2
	129		Service Point	Municipal Hall	Groot Brak Rivier Municipal Hall	200		4
	130		Service Point	Sonskynvalley	Sonskynvalley	200	1	2
	131		Service Point	Bulsplaas	Bulsplaas, Church Main Road	200		2
	132		Service Point	Friemersheim	Friemersheim, Main Road	200		2
	133		Service Point	Heldelberg	Heldelberg Community Hall	200		4
	134		Service Point	Gouritzmond	Gouritzmond	200		1
	135		Service Point	Askraal	Askraal	200	1	2

DISTRICT	NO	LOCAL OFFICE AREA	SITE	TOWN/SUBURB	ADDRESS	SQUARE METERS PER OFFICE	CLEANING STAFF	DAY PER MONTH
	136		Service Point	Albertinia	Albertinia	200	1	2
	137		Service Point	Melkhoutfontein	Melkhoutfontein	200		2
	138		Service Point	Waboomskraal	Waboomskraal	200		1
	139		Service Point	Touwsranteen	Touwsranteen	200		4
	140		Service Point	Harry Comay, Thembaletu	Harry Comay, Thembaletu	200		4
	141		Service Point	Pacaltsdorp	Pacaltsdorp	200		8
	142	OUDTSHOORN	Service Point	De Rust	De Rust Community Hall	200	1	3
	143		Service Point	Dysveldsdorp	Dysveldsdorp Community Hall	200		4
	144		Service Point	Unionsdale	Unionsdale Community Hall	200		4
	145		Service Point	Haarlem	Haarlem Community Hall	200	1	4
	146		Service Point	Avontuur	Avontuur Community Hall	200		4
	147		Service Point	Van Wyks Dorp	Van Wyks Dorp Primary School	200		4



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICES
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
ANNEXURE C**

**Cleaning Services, Equipment and
Consumables Scope Requirements**

1 Cleaning Services, Equipment And Consumables Scope Requirements

1.1 The service provider must:

- 1.1.1 Ensure that enough consumables are stocked at all times and equipment is operational.
- 1.1.2 Provide a hygiene programme to SASSA and a schedule for hygiene operations must be pre-determined.
- 1.1.3 Provide SASSA with a full service report.
- 1.1.4 Ensure that all products and consumables are SABS approved.
- 1.1.5 Ensure that routine calls will be attended to within 24 hour.
- 1.1.6 Comply with the Health and Safety Act and as per Environmental legislation for safe works execution and also hazardous waste disposal.

Note that:

- All Hygiene and Consumables must be SABS approved and proof must be provided that consumables are SABS approved.***
- All hygiene equipment will be rented monthly***

2 The service provider must provide, install and maintain the following hygiene equipment in all fixed sites as per Annexure A:

2.1 Installation of Hygiene Equipment

- 2.1.1 Toilet paper roll holders
- 2.1.2 Seat sanitary dispenser unit
- 2.1.3 Automated sensor she bins and nappy bins
- 2.1.4 Automated air freshener unit
- 2.1.5 Automated sensor hand soap dispenser unit
- 2.1.6 Automated sensor hand towel dispensers unit

2.2 Maintenance of Hygiene Equipment and Consumables

- 2.2.1 Toilet paper roll holders
- 2.2.2 Lockable 3 (Three) Tier Toilet Paper Holders
- 2.2.3 Refills (toilet paper to be 2 ply, 350 sheets per roll and 100% virgin pulp);

2.3 Seat Sanitary Dispenser Unit

- 2.3.1 Automated foam toilet seat dispensers and refills (ablution facilities);
- 2.3.2 These units shall be serviced as per service standards
- 2.3.3 After each treatment / service, submit a service report detailing the following:
 - 2.3.3.1 Date of unit service
 - 2.3.3.2 Additional services required
- 2.3.4 Attend to malfunctioning or broken units at no cost to SASSA

2.4 Automated Sensor She Bins and Nappy bins

- 2.4.1 Supply, deliver and replace automated she bins and nappy bins (ablution facilities).
- 2.4.2 These units shall be serviced as per service standards
- 2.4.3 After each treatment / service, submit a service report detailing the following:
 - 2.4.3.1 Date of unit service
 - 2.4.3.2 Additional services required
- 2.4.4 Attend to malfunctioning or broken units at no cost to SASSA.

2.5 Automated Air Freshener Unit

- 2.5.1 Supply and install automated air freshener units (waiting rooms, Boardrooms, Reception areas, pause areas, Toilets and Back Offices)
- 2.5.2 Supply refills
- 2.5.3 These units shall be serviced as per service standards
- 2.5.4 After each treatment / service, submit a service report detailing the following:
 - 2.5.4.1 Date of unit service
 - 2.5.4.2 Additional services required
- 2.5.5 The service provider shall attend to malfunctioning or broken units at no cost to SASSA.

2.6 Automated Sensor Hand Soap Dispenser Unit

- 2.6.1 Supply and install hand soap (foam antibacterial) dispenser units (ablution facilities).
- 2.6.2 Supply refills
- 2.6.3 These units shall be serviced as per service standards
- 2.6.4 After each treatment / service, submit a service report detailing the following:
 - 2.6.4.1 Date of unit service
 - 2.6.4.2 Additional services required
- 2.6.5 The service provider shall attend to malfunctioning or broken units at no cost to SASSA.

2.7 Automated Sensor Hand Towel Dispensers Unit and Refills

- 2.7.1 Supply and install automated hand towel dispenser (ablution facilities and Kitchens).
- 2.7.2 Supply refills
- 2.7.3 These units shall be serviced as per service standards
- 2.7.4 After each treatment / service, submit a service report detailing the following:
 - 2.7.4.1 Date of unit service
 - 2.7.4.2 Additional services required
- 2.7.5 The service provider shall attend to malfunctioning or broken units at no cost to SASSA.

2.8 General Cleaning Equipment required (fixed sites and service points as per Annexure A & B)

- 2.8.1 Industrial vacuum cleaners (less noise, wet and dry). NB: The number of vacuum cleaners allocated must enable cleaners to vacuum in line with the Office Cleaning Services and Scope

Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and must be functional at all times.

2.8.2 Floor scrubber and polishing machine (per site)

2.8.3 Mops (flat and spaghetti mops)

2.8.4 Mop trolleys

2.8.5 All other necessary equipment (extension leads, step ladder, safety signs etc.)

2.9 Every cleaner must have the following:

2.9.1 Broom

2.9.2 Mops (flat and spaghetti mops)

2.9.3 Mop trolley

2.9.4 Scrubbing brushes

2.9.5 Buckets

2.9.6 Steel wool

2.9.7 Industrial vacuum cleaner

2.9.8 Furniture polish

2.9.9 Multipurpose cleaner

2.9.10 Toilet cleaner

2.9.11 Disinfectant soap

2.9.12 Dusters

2.9.13 Scourers

2.9.14 Step ladders (5-step)

2.9.15 And all other necessary cleaning material and equipment

2.9.16 Uniform depicting the name of the company as well as the name tag at all times

GENERAL CLEANING SERVICE AND FREQUENCY

Service Specifications	Standard Method	Frequency
Basins	Wet wipe with hard surface cleaner	Daily
	Remove mineral deposits	Monthly
	Fill liquid soap holders	Daily
Blinds	Vertical – remove dust	Weekly
	Horizontal- damp wipe	Weekly
Chairs & couches	Vacuum	Daily
	Spot clean	Daily
	Shampoo	Daily
	Vinyl and leather – dust	Daily
	Damp wipe	Daily
Doors	Remove finger marks on glass and push plates with a degreasing agent and equipment that will not scratch the surface.	Daily
	Remove dirty spots on wooden and metal doors.	Daily
	Polish door knobs with an approved metal polish.	Weekly
	Dust or damp wipe doors and handles	Daily
Elevators	Dust, damp wipe with disinfectant of the hand rails, floors and glass	Daily
Floors resilient (vinyl, PVC, linoleum, sealed wood, laminated, ceramic, Marble, granite, brick, Concrete, rugs & carpeting etc.) High traffic areas	Remove dust with mop- or disposable cloth sweeper.	Daily
	Spray clean or burnish using a mechanized system.	Daily
	Machine scrub and dry to remove accumulated soilage.	Daily
	Light scrub and apply maintenance coat	Daily
	Strip clean and reseal using SABS approved stripper and sealer. Buff floors daily during off peak periods.	Daily
	Remove dust with mop or disposable cloth sweeper.	Daily

Service Specifications	Standard Method	Frequency
	Remove all chewing gum, stains, oil marks and spillages	Daily
	Vacuum clean thoroughly	Daily
	Sweep and use laminated floor cleaner and mop	Daily
	Remove dust with mop- or disposable cloth sweeper.	Daily
Floors resilient (vinyl, PVC, linoleum, sealed wood, laminated, ceramic, Marble, granite, brick, Concrete, rugs & carpeting etc.) Low traffic areas	Damp mop	Daily
	Spray clean or burnish using mechanized system	Monthly
	Spray clean using a mechanized system, machine scrub and dry.	Daily
	Light scrub and apply maintenance coat.	Daily
	Strip clean and reseal	Daily
	Remove all chewing gum, stains, oil marks and spillages	Daily
	Vacuum clean thoroughly	Daily
	Sweep and use laminated floor cleaner and mop	Daily
Furniture, Fixtures and Fittings		
Furniture, Fixtures and fittings (notice boards, counters, photo frames, Mirrors etc)	Natural unsealed wood – dust, polish and damp wipe	Daily
	Sealed wood – polish	Daily
	Scaled wood /glass/Formica:	Daily
	- Dust or damp wipe - Polish - Glass cleaner	
	All containers, crockery and cutlery, washed, dried and stored	Daily
	Work surfaces damp wet cloth, wiped and dried	Daily
	Walls and cupboard doors damp wipe	Daily

Service Specifications	Standard Method	Frequency
Kitchens	Cupboard storage, cleaned, wet wiped and disinfect	Daily
	Wet wipe hot plates with hard surface cleaner.	Daily
	Clean oven	Daily
	Collect and wash crockery and cutlery after meetings.	Daily
	Wet wipe and rinse inside surfaces of microwaves, stove, fridge, etc.	Daily
Partitions (all type)	Cleaning inside faces with glass cleaner or squeegee.	Daily
	Wipe with damp and dry cloth and maintain high gloss.	Daily
	High density areas must receive constant attention.	Daily
	Spot clean	Daily
	Wet wipe washable surface	Daily
	Clean glass with glass cleaner	Daily
Paving	Sweep, remove litter, stains, bubble-gum	Daily
	High pressure cleaning	Monthly
Public or reception areas	Security and information counters, podiums.	Daily
	Dust sweep, vacuum, clean windows and remove litter	Daily
Entrances to buildings and Railings	Sweep entrance steps and entrance	Daily
	Clean doormats and wells	Daily
	Wash steps	Daily
	Dust and damp wipe	Daily
Waste bins(dust bins)	Empty and damp wipe with disinfectant	Daily
	Deep clean	Weekly
Shelving (wood, metal etc)	Damp wipe when shelves are cleared	Daily

Service Specifications	Standard Method	Frequency
Taps	Wet wipe with hard surface cleaner (SABS approved)	Continuously
	Remove minerals deposits to prevent from scratching Rust /dirt build up	Monthly
Ablution facilities	Replenish consumable	Daily
	Remove soilage from bowl and under flush rim	Daily
	Hard surface cleaner and a non-abrasive brush	Daily
	Remove minerals deposits from urinal/s	Daily
	Wet wash seat and lid, cistern etc.	Daily
	Disinfect all components	Daily
Ablution facilities	Remove litter from all toilets	Daily
	Deep cleaning of toilets, seats, covers, basins, tiles	Quarterly
	Wet wipe with hard surface cleaner or disinfectant	Daily
	Specifications of waterless urinals	Daily
	Wet pipe and dry pipes and flushing mechanism	Daily
Walls	Wet wipe, remove all marks, graffiti and fingerprints	Daily
Shredded waste paper	Remove all shredded waste paper from the identified area to the demarcated storage area.	Daily
Storerooms and Registries	Clean all areas	Monthly
Parking Area	Pick up litter and remove to demarcated area	Daily
	Sweep	Weekly

Service Specifications	Standard Method	Frequency
Pause Area	Dust all vertical and horizontal surfaces to a height of 2.5m.	Daily
	Damp wipe and disinfect tables and chair	Daily
Building surroundings	Pick up litter and remove to demarcated area	Daily
	Sweep	Weekly
Boardrooms	Maintain and clean floors	Daily
	Dust all boardroom tables and chairs	Daily

Please note that the frequency of above cleaning scope is subjected to change.

2.10 Collect and dispose sanitary and nappy bins (fixed sites as per **Annexure A**)

2.10.1 Collect and dispose sanitary and nappy bins weekly

2.11 Quarterly deep cleaning (Weekends only) fixed sites as per **Annexure A**

2.12 Ablution Facilities

2.13 Toilets

2.13.1 Descale and remove algae, bacteria and uric encrustations from all areas

2.13.2 Clean and disinfect both internal and external areas

2.14 Urinals

2.14.1 Descale and remove algae, bacteria and uric encrustations from all areas

2.14.2 Remove trap where possible and clean/disinfect and clear away waste around and inside the trap

2.14.3 Clean and disinfect both internal and external areas

2.15 Hand Basins, Showers and Sinks

2.15.1 Remove all scale deposits and algae from surfaces

2.15.2 Clean and disinfect both internal and external surfaces of the fittings

2.15.3 Clear overflows and waste pipes of accumulated waste deposits

2.15.4 Clear and disinfect all taps, plugs, chains, outlets, channels and gullies

2.16 Flooring (all type of floors)

2.16.1 The service provider will deep clean all floors.

2.16.2 The service provider shall at their own cost replace and/or any damages caused during deep cleaning process.

2.17 Furniture

2.17.1 The service provider will deep clean all furniture.

2.17.2 The service provider shall at their own cost replace and/or any damages caused during deep cleaning process.

2.18 Emergency cleaning (fixed sites as per Annexure A)

2.18.1 The service provider shall attend to emergency cleaning upon request.

2.18.2 The area (s) and scope of work for emergency cleaning will be as per instruction.

2.19 Quarterly disinfection of SASSA offices (fixed sites as per **Annexure A**)

2.20 Chemicals used in disinfection must be proven to be effective against viruses, bacterial and microbial pathogens

2.20.1 All vehicles must be washed prior to the disinfection.

2.20.2 Treated surface/ area must remain charged /active for a minimum period of three (3) weeks after disinfection

2.21 Ad hoc disinfection of SASSA offices and vehicles (fixed sites as per **Annexure A**)

2.21.1 Chemicals used in disinfection must be proven to be effective against viruses, bacterial and microbial pathogens

2.21.2 All vehicles must be washed prior to the disinfection.

2.21.3 Treated surface/ area must remain charged /active for a minimum period of three (3) weeks after disinfection

Please Note: Disinfection chemicals must have all the necessary certification including NCRS, SABS, FDA, etc. Certification for the disinfection in line with Department of Health Guidelines must be provided.



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICES
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
ANNEXURE D**

Annexure D: Quarterly Deep Cleaning and Disinfection of all BASSA Offices within the Western Cape					Quarterly Deep Cleaning and Disinfection and Service	
No	Asset category	Office Name	Location Details	Square Meters of Office	Cost for Quarterly Services (R/Unit)	Annual Cost
1	Building	Regional Office	Godwin Aze Building, Purn 20, 6, 7	2,455		
EAST LANCING						
2	Building	George Local Office	42 Rembrandt, Century Street, George	800		
3	Building	Beaufort West Local Office	33 Duden Street, Beaufort West	517		
4	Building	Outsham Local Office	3 - 12th Avenue, Bergendal, Outsham	255		
5	Building	Monksbury Training Centre	Kelmsley/Jan, Also Post, Monksbury Horsted Bay	160		
6	Building	Seaford West Training Centre	112 Duden Street, Seaford West	117		
7	Building	Leamth Training Centre	32 Rembrandt, Leamth	188		
8	Building	Prince Albert Training Centre	33 Church Street, Prince Albert	114		
9	Building	Thornhill Training Centre	Jonico Street, Thornhill, George	214		
10	Building	Knopsham Local Office	Corner Thorsen & Crayke Street, Knopsham Bay	233		
11	Building	Rembrandt Training Centre	Old Orange Library, Van Riebeeck Str, Rembrandt	91		
METRO 1						
12	Building	Salisbury Local Office	Princent Building, Nr 1 C/o Muzul & Phipps, Salisbury	1,180		
13	Building	Wynberg Local Office	William Nichol Sports Grounds, Rensselaer Avenue, Wynberg	635		
14	Building	Kayafina Local Office	1 Julius Tirolo Street, Kayafina	500		
15	Building	Kayafina Local Office	Beulah, Tyne Place, Kayafina	158		
16	Building	Abdono Local Office	Muslin Building, de Blijden Str, 4 Kipling Rd, Abdono	523		
METRO 2						
17	Building	Marshall Plain Local Office	45 Alpha Street, Westport Park, Marshall Plain	718		
18	Building	Cape Town Local Office	Major Building, C/o Lord & Stedman Street, Cape Town	1,246		
19	Building	Exmoor Local Office	42 On Main Eerste River	603		
20	Building	Congelate Local Office	C/o Bishop Court & Frenck School	600		
WEST COAST						
21	Building	Vredenburg District Office	48 Main Road, Vredenburg	450		
22	Building	Vredenburg Local Office	20 Church Street, Old Bldg Building, Vredenburg	654		
23	Building	Vredenburg Local Office	55 Main Road, Vredenburg	415		
24	Building	Bergendal Training Centre	Bergendal Training Centre, Mosselburg	190		
25	Building	Pharburg Training Centre	Church Street, Pharburg	114		
26	Building	Albion Training Centre	1 Westport Road, Westport Park, Albion	328		
BOLAND OVERBERG						
27	Building	BDO District Office	42 Lady Grey Street, 2nd floor Standard Bank Building	350		
28	Building	Worcester Local Office	Symposium Building, 70-77 Durban Road, Worcester	1,010		
29	Building	Pearl Local Office	Pearl East Mall, 7 New St, Empress, Pearl	948		
30	Building	Pearl Moorpark Training Centre	Hillcrest	31		
31	Building	Caledon Local Office	Cemetery Street, Caledon	594		
32	Building	Bredasdorp Training Centre	Bredasdorp (Caledon)	148		
33	Building	Grappyn Training Centre	280 On Kasteel Wier, Phoenix Outlook 7160	103		
34	Building	Worcester Training Centre	Worcester Training Centre, 31 Lyndal Street, Worcester	103		
35	Building	Heerlen Training Centre	Heerlen Training Centre, Paddy Street, Heerlen, 671 No 2044	148		
TOTALS				17,548		



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICES
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
ANNEXURE E**

[illegible]

Annexure 'E'. Detailed Cost Breakdown for The South African Social Security Agency.
All other pricing assumptions, excluded and unknown costs must be clearly documented.

PROJECT MANAGERS

Annexure 'E'. Detailed Cost Breakdown for The South African Social Security Agency		Quantity	Monthly Cost	Annual Cost
Salaries Breakdown				
4x Project Managers		4		
Overtime x4		4		
Overtime Double		4		
UIP		4		
SDL		4		
COVID		4		
Provident Fund		4		
NCA Membership Fees		4		
Bonus		4		
Sick Leave		4		
Family Responsibility Leave		4		
Leave Pay		4		
Uniform and complete protective clothing		4		
Monthly Project Management Fee			R -	R -
Monthly Contract Grand Total (excl VAT)			R -	R -
15% VAT				
Total Monthly Billing Including VAT			R -	R -



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICES
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
ANNEXURE F**

Annexure F: Detailed Cost Breakdown for The South African Social Security Agency
 All other pricing assumptions, excluding and unknown costs must be clearly documented

COSTING FOR SERVICE POINTS

Annexure F: Detailed Cost Breakdown for The South African Social Security Agency	Quantity	Monthly Cost	Annual Cost
Salaries Breakdown			
Urban Cleaners @ R /hour x 160 hours/monthly	12		
Rural Cleaners @ R /hour x 160 hours/monthly	29		
Overtime 1x	43		
Overtime Double	43		
UIF	43		
SOX	43		
COXO	43		
Provident Fund	43		
NCA Membership Fees	43		
Bonus	43		
Sick Leave	43		
Family Responsibility Leave	43		
Leave Pay	43		
Uniform and companion protective clothing	43		
Total Cost for Human Capital	43	R	R

Item	Quantity*	Monthly Cost	Annual Cost
Supply of Chemicals and Cleaning Equipment			
Detergent/Liquid (SU)	347		
Handy Andy (SU)	347		
Soap (SU)	347		
All Purpose Cleaner (SU)	347		
Furniture Polish (300 ml)	347		
Air Freshener (100 ml)	347		
Highlights Cream (600 ml)	347		
Clear Marine Balm	347		
Wax Underlays	347		
6 rolls of Hand Towels	347		
48 Rolls of Two Ply Toilet Paper	347		
654 Cloths (Single and Big)	347		
Quilt Cloths	347		
Yellow Gloves	347		
Surgical Gloves (100 per box)	347		
Sprays Bottles	347		
Broom (Quarterly)	347		
Mops (Quarterly)	347		
Scopes and Broom Sets (Quarterly)	347		
Holder Duster	347		
Extension Leads Per Year Rental	347		
Wet Floor Signifier Year Rental	347		
Wet Floor Bucket Set	347		
Low Noise Industrial Vacuum Cleaners monthly rental	347		
Synthetic / Polish Machines monthly rental	347		
Sander (Quarterly) (SU)	347		
Sander (Quarterly) (SU)	347		
Polish scrub and polish pads (Black and Red)	347		
Total Cost for Chemicals and Cleaning	R	R	R

Item	Quantity*	Monthly Cost	Annual Cost
Deep Cleaning and Disinfection			
Deep cleaning and disinfection of all areas (Quarterly)	347		
Total Cost for Deep Cleaning and Disinfection	R	R	R
Overheads			
Overheads	347		
Total Cost for Overheads	R	R	R

Monthly Contract Grand Total (incl VAT)	R	R	R
15% VAT			
Total Monthly Billing including VAT	R	R	R



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**OFFICE CLEANING AND HYGIENE SERVICE
SPECIFICATIONS FOR SOUTH AFRICAN SOCIAL
SECURITY AGENCY (SASSA) WESTERN CAPE
CURRENT AND PAST CONTRACTS (CLIENT BASE)
ANNEXURE G**

CURRENT AND PAST CONTRACTS (CLIENT BASE) CURRENT AND PAST CONTRACTS (CLIENT BASE)

ANNEXURE G

__ Indicate all the current and past contracts in the table below and **ONLY** those relevant to the cleaning, sanitation and disinfection services required in the bid specifications (excluding SASSA references). Only the relevant experience shall be considered for bid evaluation purposes.

Name of client / organization where contract is being executed/was executed	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2013	Contract Value	Are you the Sole Service Provider (are you the only provider for cleaning and sanitation services?) Yes/No	Contact persons and telephone numbers of your client	Square Meters of Project Site
Example: South African Security Agency	1 March 2012 to 31 July 2013	Current	Cleaning and sanitation	XXXX	9 000 m ²

Please Note: SASSA reserves the right to verify the contents of this list directly with the bidders' clients and also conduct site inspection

