



## **SASSA: 24-21-CS-LIM**

### **INVITATION TO BID**

**SASSA: 24-21-CS-LIM: THE APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING AND SANITATION, CAR WASH, SANITIZATION OF OFFICES & VEHICLES, SERVICING OF ENVIRO LOO TOILETS AND SEPTIC TANK, GARDENING & FUMIGATION SERVICES FOR A PERIOD OF THIRTY SIX (36) MONTHS FOR SASSA - LIMPOPO**

**THERE WILL BE NO BRIEFING SESSION**

**PROPOSALS MUST BE DEPOSITED IN THE BID HELD BOX SITUATED AT:**

**: SASSA Limpopo Regional Office  
48 Landros Maré  
Polokwane  
0699**

**CLOSING DATE : 17 September 2021  
TIME : 11:00**

**TECHNICAL ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT : MR CHRISTOPHER MBOWENI @ (015) 291-7598**

**SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT : MS CHARLOTTE PUTUKA @ (015) 291-7429**

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South African Social Security Agency  
Limpopo Region

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[www.sassa.gov.za](http://www.sassa.gov.za)

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	SASSA 24-21-CS-LIM	CLOSING DATE: 17/09/2021	CLOSING TIME: 11:00
DESCRIPTION	<b>THE APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING AND SANITATION, CAR WASH, SANITIZATION OD OFFICES &amp; VEHICLES, SERVICING OF ENVIRO LOO TOILETS AND SEPTIC TANK, GARDENING &amp; FUMIGATION SERVICES FOR A PERIOD OF THIRTY SIX (36) MONTHS FOR SASSA - LIMPOPO</b>		
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
SASSA, 48 LANDROS MARE STREET			
POLOKWANE, 0699			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	Charlotte Putuka	CONTACT PERSON	Christopher Mboweni
TELEPHONE NUMBER	015 291 7429	TELEPHONE NUMBER	015 291 7598
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	CharlotteP@sassa.gov.za	E-MAIL ADDRESS	ChristopherM@sassa.gov.za
<b>SUPPLIER INFORMATION</b>			
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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
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 }
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
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**

<b>1. BID SUBMISSION:</b>	
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).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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: .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.efiling.co.za](http://www.efiling.co.za)



TAX CLEARANCE

TCC 001

### Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option ..... Tenders Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**

Name/Legal name  
(Initials & Surname  
or registered name)

Trading name  
(if applicable)

ID/Passport no

Company/Close Corp.  
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax  
no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax  
no

E-mail address

Physical address

**Particulars of tender (If applicable)**

Tender number \_\_\_\_\_  
Estimated Tender amount R \_\_\_\_\_,  
Expected duration of the tender \_\_\_\_\_ year(s)

**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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**Audit**

Are you currently aware of any Audit investigation against you/the company?  YES  NO  
If "YES" provide details \_\_\_\_\_

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

I hereby authorise and instruct \_\_\_\_\_ to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

\_\_\_\_\_  
Signature of representative/agent  
\_\_\_\_\_  
Date  
Name of representative/agent \_\_\_\_\_

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

\_\_\_\_\_  
Signature of applicant/Public Officer  
\_\_\_\_\_  
Date  
Name of applicant/  
Public Officer \_\_\_\_\_

**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**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: 24-21-CS-LIM...
Closing Time 11:00	Closing date.....17 Sept 2021....

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

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

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

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

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

\*Delete if not applicable



## SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, shareholder<sup>2</sup>, member):  
.....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.



"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.

"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 attach 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**

2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 if so, furnish particulars:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number


**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 SHOULD THIS  
 DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder



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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2


- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the ...90/10..... preference point system shall be applicable; or
- b) Either the 90/10 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
<b>PRICE</b>	90
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	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) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

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

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A maximum of 80 or 90 points is allocated for price on the following basis:  
**80/20** or **90/10**

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

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		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**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** .....

.....

.....



**sassa**  
SOUTH AFRICAN SOCIAL SECURITY AGENCY

**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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	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:		

SBD 8

**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**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.



**SBD 9**

**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 consortium<sup>3</sup> 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.

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

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

Js914w2

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**



**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**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](http://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 (NIP) Programme** 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.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR THE APPOINTMENT  
OF A SERVICE PROVIDER\S FOR THE  
PROVISION OF CLEANING AND SANITATION,  
CAR WASH, SANITIZATION OF OFFICES AND  
VEHICLES, SERVICING OF ENVIRO-LOO TOILETS  
AND SEPTIC TANKS, GARDENING AND  
FUMIGATION SERVICES FOR THE SOUTH  
AFRICAN SOCIAL SECURITY AGENCY LIMPOPO  
REGION FOR A PERIOD OF THIRTY-SIX (36)  
MONTHS**

## 1. OBJECTIVE

To procure services for cleaning and sanitation, car wash, sanitization of offices and vehicles, servicing of enviro-loo toilets and septic tanks, gardening and fumigation for the South African Social Security Agency (SASSA) in the Limpopo Region for a period of thirty-six (36) months.

## 2. BACKGROUND

2.1 SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.

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

## 3. SCOPE OF WORK ON CLEANING, SANITATION, SANITISATION OF OFFICES AND VEHICLES (COVID-19 SANITISING), CARWASH, , SERVICING OF ENVIRO-LOO TOILETS AND SEPTIC TANKS, GARDENING AND FUMIGATION SERVICES

The appointed service provider(s) will be required to provide the following services:

- 3.1. Cleaning and Sanitation Services: provision of cleaning services by vacuuming, sweeping, dusting, wiping, polishing, scrubbing, mopping and washing surfaces.
- 3.2. Hygiene Services: Supply and installation of dispensers as well as the replenishment of consumables
- 3.3. Deep cleaning: provision of deep cleaning services of couches and chairs every six months.
- 3.4. Car Wash Services: washing of SASSA vehicles either within SASSA premises or in secure car wash facility within a 3 km radius to a SASSA office.
- 3.5. Sanitization Services (covid-19): sanitizing of offices and vehicles on a bi-monthly basis and on an as and when required basis. This service will be terminated once Covid-19 is declared to no longer be a pandemic in the Republic and sanitizing against it is not required any more.



- 3.6. Enviro-Loo and Septic Tank Services: emptying of enviro-loo and of septic tanks on a quarterly basis or on an as and when required basis.
- 3.7. Food service aid: prepare and set up boardrooms\meeting rooms as well as washing of kitchen utensils twice a day for officials
- 3.8. Gardening Services: provision of gardening services (maintenance and overall care) at all offices.
- 3.9. Fumigation/pest control: provision of fumigation services on a quarterly and on an as and when required basis.

**NB:** Details on the square meters for offices and yards, the floor plan, number of cleaners, gardeners, pool vehicles and enviro-loo's are contained in the Annexures.

#### **4. KEY ASPECTS OF THE BID PROPOSAL**

Bid proposals must cover the following:

- 4.1 Proof of registration in accordance with all statutory requirements of the contract cleaning and fumigation industry.
- 4.2 Physical and postal addresses, contact details of the office which will be providing the cleaning and sanitation services at SASSA LIMPOPO REGION.
- 4.3 Number of staff members to be dedicated to the project as required in the specifications (this should be clearly defined in the **Price Structure Template**):
  - 4.3.1 Project Manager;
  - 4.3.2 Supervisor; and
  - 4.3.3 Staff members
- 4.4 Each party in a Joint Venture/consortium related to this project must comply with the following requirements:
  - Certified copy of a current and active Contract Cleaning Association Certificate or any other relevant certificate
  - Certified copy of a valid COIDA
  - Certified copy of a valid UIF
  - Submission of a valid Tax Compliance Status Pin
  - Registered on the Central Supplier Database

## 5. RESPONSIBILITIES

### 5.1 The Service Provider shall:

- 5.1.1. Conduct business in a courteous and professional manner.
- 5.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 5.1.3. Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, etc. SASSA shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. payment of cleaners in line with the relevant Sectoral Determination including payment for overtime work.
- 5.1.4. Manage the internal disputes among his/her staff such that SASSA is not affected by those disputes.
- 5.1.5. Ensure that all staff working under this contract is in good health and pose no risk to any SASSA employees.
- 5.1.6. Comply with SASSA security and OHS policies, procedures and regulations.
- 5.1.7. Ensure that all work performed and all equipment used on site are 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;
- 5.1.8. Maintain cleaning and gardening equipment in good order so as to comply with the SASSA's Occupational Health and Safety Standards (a copy will be available on request).
- 5.1.9. Re-fill, empty and clean machines and equipment only at such places as indicated/designated.
- 5.1.10. Ensure that all staff working under this contract are adequately trained prior to the commencement of the contract. Even the relievers must be fully trained before they are deployed to SASSA. The service provider shall be penalized for the poor performance of his/her staff. SASSA reserves the right to order the immediate removal of a staff member who is poorly performing.
- 5.1.11. Provide all staff working under this contract with uniforms, which state the name of the service provider and that can be clearly distinguished from other service providers, SASSA staff, etc. SASSA reserves the right to order the immediate removal of a staff member that does not adhere to uniform requirement and any other requirement of the tender specifications.
- 5.1.12. Ensure that SASSA is informed of any removal and replacement of staff. For security reasons, SASSA reserves the right to vet all persons working under this contract.

**The onus is upon service provider to familiarize themselves with the project sites.**

5.2 SASSA shall:

- 5.2.1 Manage the contract in a professional manner.
- 5.2.2 Monitor the service provider if he/she pays the cleaners and gardeners in line with the Sectoral Determination Sector and take steps against the service provider if there is non-compliance.
- 5.2.3 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 5.2.4 Not tolerate any unfair labour practices between service provider and his/her staff) that happen during the execution of the project activities.
- 5.2.5 Provide a storage facility for equipment and materials where possible.
- 5.2.6 If necessary request the withdrawal of a staff member/cleaner if he/she poses a threat or danger to SASSA employees.

**6 EVALUATION OF THE TENDER**

- 6.1 The bid proposals shall be evaluated in accordance with the 90/10 principle. The evaluation shall be conducted as follows:
- 6.1.1 **Phase One** – Special Conditions
  - 6.1.2 **Phase Two** – Administrative Compliance
  - 6.1.3 **Phase Three** – Functionality Criteria
  - 6.1.4 **Phase Four** – Price and B-BBEE Preference Points

<b>Phase One – Special Condition</b>
<ul style="list-style-type: none"><li>1. Certified copy of a Current\Active Contract Cleaning Association certificate.</li><li>2. Certified copy of a Current\Active South African Pest Control Association (SAPCA) or Department of Environment, Forestry and Fishery (DEFF) certificate or any other relevant certificate (<b>a certificate for pest control and a certificate for fumigation</b>).</li><li>3. Certified copy of a valid Unemployment Insurance Fund (UIF) compliance certificate</li><li>4. Certified copy of a valid Compensation for Occupational Injuries and Diseases Act (COIDA) Letter of Good Standing.</li><li>5. A list of chemicals and equipment (make, model and age of the equipment) to be used for general cleaning services must be submitted. Sanitary equipment and chemicals to be used must also be clearly listed. A written confirmation</li></ul>

that only SABS approved cleaning equipment and material will be used in SASSA premises must also be attached.

6. Bidders must submit their bid proposals in line with the bid specification and the attached **Annexures I and K**. Failure to comply with this requirement shall invalidate the bid.
7. Price Structure – the price proposals must strictly be prepared in line with the attached **Price Structure Annexure H**. Failure to comply with this requirement shall invalidate the bid.

All certified copies must not be certified for a period older than three months.

**Failure to meet the above criteria shall invalidate your bid.**

#### **Phase Two - Administrative Compliance**

1. A valid Tax Compliance Status pin
2. Proof of a valid registration with the Central Supplier Database
3. Certified ID Copies for all Company Directors
4. Submission of fully signed and completed Standard Bidding Documents (SBD) forms.

All certified copies must not be certified for a period older than three months.

**Failure to meet the above criteria may invalidate your bid.**

**WEIGHTING**

Phase Three – Functionality Criteria	100
<p>Reference letter\’s (from previous or current clients) must be submitted in order to claim points for items 1 to 5 below. The letters should be signed by an official at managerial level or above and must indicate contact details, project description, square meters of the offices cleaned as well as the duration of project. For a bidder to claim points from different projects, the projects should not be running in the same period.</p> <p>1. Experience in the provision of cleaning and sanitation services <b>(Complete Annexure I and Return with the Bid Document):</b>            Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> <li>(i) 0 to 4 years = 1</li> <li>(ii) Above 4 to 7 years = 3</li> <li>(iii) Above 7 years = 5</li> </ul> <p>2. Capability to clean size of the building(s) as per bid requirements - Square meters of bidder’s current past/current project site(s) to be assessed. <b>(Complete Annexure I and Return with Bid Document):</b>            Square meters of the bidder’s current\past project sites shall be allocated values as follows:</p> <ul style="list-style-type: none"> <li>(i) 0 - 15999 m<sup>2</sup> = 1</li> <li>(ii) 16 000 – 21 999 m<sup>2</sup> = 2</li> <li>(iii) 22 000 – 27 999 m<sup>2</sup> = 3</li> <li>(iv) 28 000 – 33 999 m<sup>2</sup> = 4</li> <li>(v) Above 34 000 m<sup>2</sup> = 5</li> </ul> <p>3. Experience in the provision of car wash services <b>(Complete Annexure I and Return with Bid Document):</b>            Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> <li>(i) 0 to 3 years = 1</li> <li>(ii) Above 3 to 5 years = 3</li> <li>(iii) Above 5 years = 5</li> </ul> <p>4. Experience in the provision of gardening services <b>(Complete Annexure I and Return with Bid Document):</b>            Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> <li>(i) 0 to 3 years = 1</li> <li>(ii) Above 3 to 5 years = 3</li> <li>(iii) Above 5 years = 5</li> </ul>	<p>30</p> <p>25</p> <p>5</p> <p>5</p>

<p>5. Experience in the provision of fumigation services (Complete Annexure I and Return with Bid Document): Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> <li>(i) 0 to 3 years = 1</li> <li>(ii) Above 3 to 5 years = 3</li> <li>(iii) Above 5 years = 5</li> </ul>	5
<p>6. Profile of key staff (attach Curriculum Vitae and certified copy of a relevant qualification of the Project Manager)</p> <p>6.1 <u>Qualifications</u></p> <ul style="list-style-type: none"> <li>(i) No qualifications or no qualification in project management = 1</li> <li>(ii) Certification in Project Management = 3</li> <li>(iii) Any NQF /Tertiary level qualification = 5</li> </ul>	5
<p>6.2 <u>Experience ( relevant experience in project management )</u></p> <ul style="list-style-type: none"> <li>(i) 0 to 5 years = 1</li> <li>(ii) 6 to 8 years = 3</li> <li>(iii) 9 years and Above = 5</li> </ul>	5
<p>7. Project Implementation Plan for All Services. The Project Implementation Plan must include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>(i) Activities during Pre-Project Implementation Phase</li> <li>(ii) Activities during Project Implementation Phase</li> <li>(iii) Activities during Project Close-Out Phase</li> </ul> <p>Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5</p>	10
<p>8. Contingency Plan during project execution (measures to be implemented during industrial actions, leave and absenteeism)</p> <p>Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5</p>	5
<p>9. Training Plan (for all services):</p> <ul style="list-style-type: none"> <li>• Provide training strategy before and during project implementation</li> </ul> <p>Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5</p>	5

**Site Inspection**

Inspections will only be done on the recommended bidder/s. The inspection is not part of the Functionality Criteria and is used to confirm the bidder's reference/s.

Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation. Bidders who fail to submit reference letters for the Cleaning and Sanitation service will not be scored for Functionality Criteria number one.

<b>Phase Four - Price and Preference</b>	<b>100</b>
Price	90
BBBEE Status Level of Contribution	10

**Points awarded for B-BBEE Status Level of Contribution**

- In terms of Regulation 5 (2) and 6 (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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
<b>1</b>	<b>10</b>
<b>2</b>	<b>9</b>
<b>3</b>	<b>6</b>
<b>4</b>	<b>5</b>
<b>5</b>	<b>4</b>
<b>6</b>	<b>3</b>
<b>7</b>	<b>2</b>
<b>8</b>	<b>1</b>
<b>Non-compliant contributor</b>	<b>0</b>

Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer. Failure to submit will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

## 8. BID AWARD & CONTRACT CONDITIONS

- 8.1 The awarded bidder shall be subjected to the security clearance process.
- 8.2 The contract shall be concluded between SASSA and the successful service provider(s).
- 8.3 SASSA reserves the right to award the bid in whole or only partial.
- 8.4 SASSA reserves the right not to award the bid.
- 8.5 SASSA reserve a right to negotiate a bid price with preferred bidder(s)
- 8.6 The contract period is for thirty six (36 ) months
- 8.7 Site inspections shall be conducted for current or past cleaning services projects. Bidders shall be disqualified if found to have misrepresented information in their bid proposals.
- 8.8 SASSA will enter into Service Level Agreement(s) with the successful bidder(s).
- 8.9 Bidders must comply with safety regulations at all times during operations.
- 8.10 Seventy-Five percent (75%) of the workforce must be recruited from the local communities around the office.
- 8.11 Any misrepresentation of information will lead to disqualification
- 8.12 **General cleaning equipment required**
  - Industrial Heavy duty carpet cleaner (wet and dry);
  - Industrial vacuum cleaners (less noise). **NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements– Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and must be functional at all times.**
  - Disc stripping machine;
  - Mop trolleys;
  - And all other necessary equipment.
- 8.13 **Every worker (cleaning services) must have the following:**
  1. Broom;
  2. Mop trolley;
  3. Scrubbing brushes;
  4. Buckets;
  5. Steel wool;
  6. Buffing machine;
  7. Furniture polish;
  8. Multipurpose cleaner;
  9. Toilet cleaner;
  10. Disinfectant soap;
  11. Dusters;



12. Scourers;
13. And all other necessary cleaning material.

#### **8.14 Meetings**

8.14.1 The project manager of the appointed company must attend the following meetings organized by SASSA:

- a) Occupational Health and Safety (OHS) meetings;
- b) Ad-hoc meetings organized as and when necessary;
- c) Progress review meetings to be held on a monthly basis.

8.15 The supervisor must draw up timetables and work schedules on a daily basis.

8.16 Disaster Management: In the event of flooding or any other incident, which may occur, emergency cleaning must be undertaken by the service provider at SASSA's cost.

### **9. PRICE**

9.1 All prices charged should be inclusive of VAT (for bidders who are VAT vendors). The bid proposal must clearly indicate the total price for the first year of service.

9.2 Pricing schedule on Annexure H.

### **10. PRICE ADJUSTMENTS**

10.1 Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a price adjustment after every 12<sup>th</sup> month for the duration of the contract shall be accepted based on the average Consumer Price Index (CPI) % as issued by Statistics South Africa (STATSSA).

10.2 SASSA shall only consider price adjustments as per the CPI after the anniversary of the contract.

### **11. TESTING AND TEST REPORTS**

11.1 A test report not older than 12 months issued by any institution recognized or accredited by the South African National Accreditation System (SANAS) must be submitted by the successful bidder before the finalization of the contract.

11.2 If a bidder's manufacturing facility has been tested and inspected by any institution accredited or recognized by SANAS; a certificate not older than 12 months must be issued indicating that both the product offered and the manufacturing facility of the product have been inspected and tested.

- 11.3 In the event of the bidder not being a manufacturer, the bidder must obtain such certificate from the relevant manufacturer.

## SAMPLES

- 11.4 The Agency reserves the right to call for samples from the contracted service provider and have them tested when required.

## 12. PROJECT CO-ORDINATION ARRANGEMENTS

The Facilities and Auxiliary Support Services Unit, based at SASSA Regional Office shall be responsible for the coordination of this project. The physical address is as follows:

**SASSA Regional Office Building**  
48 Landros Mare Street  
Polokwane  
0700



**Bid responses must be submitted at the above address. Note that late bids will not be evaluated.**

All queries regarding the bid may be directed to the below officials:

Technical enquiries:

Name: Mboweni DC  
Tel: 015 291 7598  
Email: ChristopherM@sassa.gov.za

Bid administration enquiries:

Name: Charlotte Putuka  
Tel: 015 291 7429  
Email: Charlottes@sassa.gov.za

**13. PROJECT PERIOD**

The project will commence after the signing of the contract. The service provider will be expected to provide Cleaning and Sanitation, Car-wash, Sanitization of offices and vehicles, servicing of enviro-loo and septic tanks, gardening and fumigation services for a period of thirty-six (36) months.

# ANNEXURE A



## LIMPOPO REGION OFFICES ANNEXURE

### FLOOR PLANS AND SQUARE METERS FOR THE LIMPOPO REGION OFFICES

#### 1. REGIONAL OFFICE

##### 1.1. FLOOR

- No. of Offices: 7
- Reception 1
- Security room 1
- No. of Officials 7
- No. of Workstations: 11
- No. of Kitchens 1
- Ablution Facilities: Male (3 toilets, 4 urinals and 4 basins)  
Female (5 toilets, 2 basins and 1 disabled)
- Store Rooms 6
- No. of Parking Area: 10
- No. of cleaners 1

**Total Square meters for the ground floor = 648 m<sup>2</sup>**

##### 1.2. FIRST FLOOR

- No. of Offices: 12
- No. of Officials 23
- No. of Workstations: 26
- No. of Kitchens 1
- Ablution Facilities: Male (1 toilet, 1 urinal and 1 basin)  
Female (2 toilets, 2 basins)
- Store Rooms 2
- No. of Parking Area: 15
- No. cleaners 1

**Total Square meters for the first floor = 694 m<sup>2</sup>**

**1.3. SECOND FLOOR**

- o No. of Offices: 14
- o No. of Officials: 15
- o No. of Workstations: 23
- o No. of Kitchens: 1
- o Ablution Facilities: Male (1 toilet, 1 urinal and 1 basin)
  - Female (2 toilets, 2 basins)
- o Strong Rooms: 1
- o Store Rooms: 2
- o No. of Parking Area: 15
- o No. cleaners: 1

**Total Square meters for the second floor = 514 m<sup>2</sup>**

**1.4. THIRD FLOOR**

- o No. of Offices: 10
- o No. of Officials: 14
- o No. of Workstations: 24
- o No. of Kitchens: 1
- o Ablution Facilities: Male (1 toilet, 1 urinal and 1 basin)
  - Female (2 toilets, 2 basins)
- o Strong Rooms: 1
- o Discussion room: 1
- o Store Rooms: 2
- o No. of Parking Area: 15
- o No. cleaners: 1

**Total Square meters for the third floor = 514 m<sup>2</sup>**

**1.5. FOURTH FLOOR**

- o No. of Offices: 10
- o No. of Officials: 11
- o No. of Workstations: 12
- o No. of Kitchens: 1
- o Ablution Facilities: Male (2 toilet, 2 urinal and 2 basin)
  - Female (3 toilets, 2 basins)
- o Printing / Copier Room: 0
- o Strong room: 1
- o Boardroom: 1 x 20 seater
- o No. of Parking Area: 18
- o No. cleaners: 1

**Total Square meters for the fourth floor = 405 m<sup>2</sup>**

**1.6. FIFTH FLOOR**

- o No. of Offices: 10
- o No. of Officials 14
- o No. of Workstations: 25
- o No. of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 2 urinals and 2 basins)
  - Female (3 toilets, 2 basins)
- o Store Rooms 1
- o No. cleaners 1

**Total Square meters for the fifth floor = 770 m<sup>2</sup>**

**1.7 SIXTH FLOOR**

- o No. of Offices: 11
- o No. of Officials 09
- o No. of Workstations: 10
- o No. of Kitchens 1
- o Ablution Facilities: Male (3 toilet, 2 urinals and 3 basin)
  - Female (3 toilets, 2 basins)
- o Store Rooms 2
- o Computer Room 1
- o No. cleaners 1

**Total Square meters for the sixth floor = 732 m<sup>2</sup>**

**1.8. OVERALL SQUARE METERS FOR REGIONAL OFFICE**

Office	Overall m <sup>2</sup>	Total Number of Staff
Regional Office	4277 m <sup>2</sup>	107
<i>Total</i>	4277	107

**1.9. OVERALL VEHICLES LOCATED IN REGIONAL OFFICE**

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Regional Office	Sedans	8
	LDV Double Cab	3
	LDV Single Cab	3
	Multi-purpose vehicle	3
<b>TOTAL</b>		<b>17</b>

## 2. VHEMBE DISTRICT OFFICE

### 2.1 DISTRICT OFFICE

- o No. of Offices: 27
- o No. of Officials: 22
- o No. of Workstations: 32
- o No. of Kitchens: 01
- o Ablution Facilities: Male (6 toilets, 4 urinals and 6 basins)  
Female (9 toilets, 6 basins, 6 she bins)  
Disabled (1 toilets, 1 basins)
- o Meeting Rooms: 2 x (1 x 12 seaters and 1x 40 seaters)
- o Strong Rooms: 01
- o Store Rooms: 01
- o Guardroom: 01
- o Reception Area: 01
- o No. cleaners: 02
- o Gardener: 01
- o No of beneficiaries: 20

**Total Square meters for the Vhembe District Office= 1865 m<sup>2</sup>**

**Total Square meters for the Vhembe Yard for gardening=2000m<sup>2</sup>**

### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
District Office	Mobile Unit	1
	LDV Double Cab	1
	Multi-purpose vehicle (Caddy)	2
	Sedans	6
	Panel Van	1
<b>TOTAL</b>		<b>11</b>

### 2.2 MAKWARELA LOCAL OFFICE

- o No. of Offices: 33
- o No. of Officials: 19
- o No. of Workstations: 32
- o No. of Kitchens: 2
- o Ablution Facilities: Male (3 toilets, 0 urinals and 3 basins)  
Female (3 toilets, 3 basins, 4 SHE bins bins)  
Disabled (2 toilets, 2 basins)
- o Enviro loo: Male : 2, Female :2
- o Meeting Rooms: 1 x 24 seaters
- o Waiting Area: 1 x 25 people

- o Strong Rooms: 1
- o Store Rooms 2
- o Reception Area: 1
- o No. cleaners 2
- o No of beneficiaries 158

Total Square meters for Makwarela Local Office = 1690 m<sup>2</sup>

Total Square meters for Makwarela Yard for gardening = 1500 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	Sedans	1
	LDV Double Cab	3
	LDV Single Cab	1
<b>TOTAL</b>		<b>5</b>

#### 1.3. TSHAULU LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 5
- o No. of Workstations: 5
- o Ablution Facilities: Male (1 toilet, 1 basin)  
Female (1 toilets, 1 basin, 1 SHE bin)
- o Enviro-loo Male: 2, Female: 2
- o No. cleaners 1
- o Gardeners 1
- o No. of beneficiaries 20

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	LDV Double Cab	1
<b>TOTAL</b>		<b>1</b>

Total Square meters for Tshaulu local office = 450 m<sup>2</sup>

Total Square meters for Tshaulu local Yard for gardening = 350 m<sup>2</sup>



## 2.5. MALAMULELE LOCAL OFFICE

- o No. of Offices: 7
- o No. of Officials 17
- o No. of Workstations: 10
- o Ablution Facilities: Male (2 toilets, 2 urinals, 3 basins)
  - Female (3 toilets, 2 basin, she bins)
- o Enviro loo Male : 2,  
Female :2
- o No. cleaners 1
- o Gardener 01
- o No of beneficiaries 80

### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Malamulele Local Office	LDV Double Cab	2
	LDV Single Cab	1
TOTAL		3

Total Square meters for Malamulele Local Office = 108 m<sup>2</sup>

Total Square meters for Malamulele Yard for gardening = 2000 m<sup>2</sup>

## 2.6. MAKHADO LOCAL OFFICE

- o No. of Offices: 4
- o No. of Officials 19
- o No. of Workstations: 08
- o No. of Kitchens 2
- o Ablution Facilities: Male (1 toilet, and 1basin)
  - Female (1 toilets, 1 basin)
- o Boardrooms 24 seaters
- o Store Rooms 1
- o No. cleaners 1
- o No of beneficiaries 75

Total Square meters for Makhado Local Office = 600 m<sup>2</sup>

### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Makhado Local Office	Sedans	1
	LDV Double Cab	1
	Single Cab	1
TOTAL		3

## 2.7. RABALI LOCAL OFFICE

- o No. of Offices: 4
- o No. of Officials 10
- o No. of Workstations: 8
- o Ablution Facilities: Male / Female (2 toilets, 1 basins)
- o Enviro loo Male: 2, Female :2
- o No. cleaners 1
- o Gardener 1
- o No of beneficiaries 60

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Rabali Local Office	LDV Double Cab	4
<b>TOTAL</b>		<b>4</b>

Total Square meters for Rabali service point = 450 m<sup>2</sup>

Total Square meters for Rabali Yard for gardening = 2500 m<sup>2</sup>

**2.8. HLANGANANI LOCAL OFFICE**

- o No. of Offices: 05
- o No. of Officials 11
- o No. of Workstations: 16
- o Ablution Facilities: Male / Female 8pit toilets, 1 flushing
- o Enviro loo Male: 2, Female :2
- o No. cleaners 01
- o Gardener 01
- o No of beneficiaries 70

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Hlanganani service point	LDV Single Cab	0
	Double cab	2
<b>TOTAL</b>		<b>2</b>

Total Square meters for Hlanganani service point = 218 m<sup>2</sup>

Total Square meters for Hlanganani Yard for gardening = 450 m<sup>2</sup>

**2.9. VUWANI SERVICE POINT**

- No. of Offices: 2
- No. of Officials 06
- No. of Workstations: 05
- No. cleaners 01

## VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Vuwani local office	Double cab LDV	1
<b>TOTAL</b>		<b>1</b>

Total Square meters for Vuwani service point = 36 m<sup>2</sup>

Total Square meters for Vuwani Yard for gardening = 350 m<sup>2</sup>

### 2.10. HA-MUTSHA LOCAL OFFICE

- o No. of Offices: 04
- o No. of Officials 8
- o No. of Workstations: 11
- o No. of Kitchens 1
- o Ablution Facilities: Male (4 pit toilets, 1 basin)
- o Enviro loo Male : 2, Female :2
  
- o No of Storerooms 1
- o No. cleaners 01
- o Gardener 01
- o No of beneficiaries 60

## VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Ha mutsha local office	Sedan	1
	Double cab LDV	1
<b>TOTAL</b>		<b>2</b>

Total Square meters for Ha-Mutsha service point = 143 m<sup>2</sup>

Total Square meters for Ha-Mutsha Yard for gardening = 430 m<sup>2</sup>

### 2.11. MUTALE LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 11
- o No. of Workstations: 18
- o Ablution Facilities: Male (1 toilets, 1basin)
  - Female (2 toilets, 2 basins)
  - Disability (1 toilet, 1 basin)
- o Enviro loo Male : 2, Female :2
  
- o No. cleaners 1
- o Gardener 1

- o No of beneficiaries 60

Total Square meters for Mutale Local Office = 450 m<sup>2</sup>  
Total Square meters for Mutale Yard for gardening = 1500 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	LDV Single Cab	1
	LDV double cab	2
<b>TOTAL</b>		<b>2</b>

#### 2.12. MUSINA LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 7
- o No. of Workstations: 19
- o No of Kitchens 2
- o Ablution Facilities: Male (2 toilets, 2 urinals, 2 basins)
  - Female (3 toilets, 2 basins)
  - Disabled (2 toilets, 2 basins)
- o No of storeroom 2
- o Boardroom 1
- o Capturing hall 1
- o Guardroom 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 20

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	Sedan	1
	LDV double cab Hardbody	1
<b>TOTAL</b>		<b>2</b>

Total Square meters for Musina Local Office = 550 m<sup>2</sup>  
Total Square meters for Musina Yard for gardening = 1800 m<sup>2</sup>

#### OVERALL SQUARE METER FOR VHEMBE DISTRICT

Offices	6560 m <sup>2</sup>
Yard for gardening	7030m <sup>2</sup>

#### OVERALL VEHICLES LOCATED IN VHEMBE

OFFICE	NUMBER OF VEHICLES
All Vhembe District Offices	38

### 3. SEKHUKHUNE DISTRICT

#### 3.1 DISTRICT OFFICE AND JANE FURSE LOCAL OFFICE

- o No. of Offices: 31
- o No. of Officials 26
- o No. of Workstations: 20
- o No. of Kitchens 2
- o Ablution Facilities: Male (5 toilets, 2 urinals and 5 basins)
  - Female (6 toilets, 6 basins)
  - Disabled (1 toilets, 2 basins)
- o Meeting Rooms: 3 x (1 x 12 seaters and 2x 25 seaters)
- o Strong Rooms: 1
- o Store Rooms 3
- o Reception Area: 1
- o No. of cleaners 2
- o No. of gardener 1
- o No. of beneficiaries 55

Total Square meters for the Sekhukhune District = 1865 m<sup>2</sup>

Total Square meters for the Sekhukhune Yard for gardening=3599 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
District Office	Mobile Unit	1
	LDV Panel Van	1
	LDV Single Cab	1
	Multi purpose vehicle	2
	LDV Double Cab	2
	Sedans	5
<b>TOTAL</b>		<b>11</b>

#### 3.2. APEL LOCAL OFFICE

- o No. of Offices: 4
- o No. of Officials 19
- o No. of Workstations: 14
- o Ablution Facilities: Male (2 toilets, 2 urinals, 1 basins)

- o Enviro-loo
  - Female (2 toilets, 1 basins)
  - Disabled (1 toilets, 1 basins)
- o No of storeroom 1
- o No. of cleaners 1
- o No. of beneficiaries 24

Total Square meters for Apel Local Office = 450 m<sup>2</sup>

Total Square meters for Apel Yard for gardening = 2958m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	0
	Sedan	1
	LDV Double Cab	2
<b>TOTAL</b>		<b>3</b>

#### 3.3. LUCKAU LOCAL OFFICE

- o No. of Offices: 5
- o No. of Officials 17
- o No. of Workstations: 8
- o No of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 2 urinals, 1 basins)
  - Female (2 toilets, 1 basins)
  - Disabled (1 toilets, 1 basins)
- o No. of cleaners 1
- o No. of gardeners 1
- o No. of beneficiaries 43

Total Square meters for Luckau Local Office = 61 m<sup>2</sup>

Total Square meters for Luckau Yard for gardening = 3151 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	2
	Single cab	1
<b>TOTAL</b>		<b>3</b>

#### 3.4. LEEUWVONTEIN LOCAL OFFICE

- o No. of Offices: 4
- o No. of Officials 20
- o No. of Workstations: 13
- o No of Kitchens 2
- o Ablution Facilities: Male (2 toilets, 2 urinals, 3 basins)
  - Female (4 toilets, 2 basins)
  - Disabled (2 toilets, 2 basins)

- o Enviro-loo Male(2 toilets, female 2)
- o No of storeroom 2
- o No. of cleaners 1
- o Gardener 1
- o No. of beneficiaries 62

Total Square meters for Leeuwfontein Local Office = 550 m<sup>2</sup>  
Total Square meters for Leeuwfontein Yard for gardening = 3978 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	2
	LDV Double Cab	2
<b>TOTAL</b>		<b>4</b>

#### 3.5. PRAKTISEER LOCAL OFFICE

- o No. of Offices: 5
- o No. of Officials 16
- o No. of Workstations: 12
- o No of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 2 urinals, 2 basins)
  - Female (2 toilets, 1 basin)
  - Disabled (2 toilets, 1 basins)
- o No of storeroom 1
- o No. of cleaners 1
- o No. of beneficiaries 220

Total Square meters for Praktiseer Local Office = 108 m<sup>2</sup>  
Total Square meters for Praktiseer Yard for gardening = 1746 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	1
	Sedan	1
	LDV Double Cab	3
<b>TOTAL</b>		<b>5</b>

#### 3.6. LEBOENG SERVICE POINT

- o No. of Offices: 4
- o No. of Officials 6
- o No. of Kitchens 1

- o No. of Workstations: 3
- o Ablution Facilities: Male (1 toilet, 1 urinal, 1 basin)
  - Female (1 toilet, 1 basin)
- o No of storerooms 1
- o No. of cleaners 1
- o No. of beneficiaries 31

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	1
	LDV Double Cab	1
	Sedan	1
TOTAL		3

Total Square meters for Leboeng service point = 36 m<sup>2</sup>

#### 3.7. MOROKE LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 9
- o No of Kitchens 1
- o No. of Workstations: 6
- o Ablution Facilities: Male (2 toilets, 2 urinals 2 basins)
  - Female (2 toilets, 2 basins)
- o No of storerooms 1
- o No. of cleaners 1
- o No. of beneficiaries 150

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	2
TOTAL		2

Total Square meters for Moroke service point = 84 m<sup>2</sup>  
Total Square meters for Moroke Yard for gardening = 3153 m<sup>2</sup>

#### 3.8. NEBO LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 12
- No. of Workstations: 10
- Ablution Facilities: Male (1 toilets, 1 basins)  
Female (1 toilets, 1 basins)
- No. of cleaners 1
- No. of beneficiaries 59



Total Square meters for Nebo Local Office = 46m<sup>2</sup>

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	Sedan	3
	LDV Double Cab	1
<b>TOTAL</b>		<b>4</b>

**3.9. SCHOONOORD SERVICE POINT**

No. of Offices:	2
No. of Officials	7
No. of Workstations:	5
Ablution Facilities:	Male (1 toilets, 1 urinal, 1 basin) Female (1 toilets, 1 basin)
No. of cleaners	1
Gardener	1
No. of beneficiaries	48

Total Square meters for Schoonoord service point = 450 m<sup>2</sup>

Total Square meters for Schoonoord Yard for gardening = 2717 m<sup>2</sup>

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	Double Cab	2
<b>TOTAL</b>		<b>2</b>

**3.10. MANGANENG LOCAL OFFICE**

No. of Offices:	9
No of officials	5
No. of Workstations:	9
No of Kitchens	2
Ablution Facilities:	Male (2 toilets, 2 urinals, 2 basins) Female (3 toilets, 2 basins) Disabled (2 toilets, 2 basins)
Enviro-loo	Male(2 toilets, female 2
No of storeroom	2
No. of cleaners	1
Gardener	1
No. of beneficiaries	20

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	1

<b>TOTAL</b>	<b>1</b>
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Total Square meters for Manganeng service point = 550 m<sup>2</sup>  
Total Square meters for Manganeng Yard for gardening = 3136 m<sup>2</sup>

### 3.11. MOUTSE EAST ( SEMPUPURU ) LOCAL OFFICE

No. of Offices:	8
No. of Officials:	11
No. of Workstations:	11
No of Kitchens	1
Reception area	1
Ablution Facilities:	Male (1 toilets, 1 basins) Female (1 toilets, 1 basins)
No of storeroom	1
No. of cleaners	1
No. of beneficiaries	56

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	0
	LDV Double Cab	2
	Sedan	0
<b>TOTAL</b>		<b>2</b>

Total Square meters for Moutse East Local Office = 330 m<sup>2</sup>

### 3.12. MOUTSE WEST LOCAL OFFICE

No. of Offices:	3
No. of Officials:	10
No. of Workstations:	10
No of Kitchens	1
Reception area	1
Ablution Facilities:	Male (1 toilets, 1 basins) Female (1 toilets, 1 basins)
No of storeroom	1
No. of cleaners	1
No. of beneficiaries	40

Total Square meters for Moutse West service point = 36 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
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Local Office	LDV Double Cab	1
	LDV single cab	0
TOTAL		1

### 3.13. GROBLERSDAL LOCAL OFFICE

No. of Offices:	7
No. of Officials	5
No. of Workstations:	12
No of Kitchens	1
Ablution Facilities:	Male (1 toilets, 2 urinals, 1 basins) Female (1 toilets, 1 basins) Disabled (2 toilets, 1 basins)
No. of cleaners	1
Gardener	1
No. of beneficiaries	58

Total Square meters for Groblersdal Local Office = 132 m<sup>2</sup>

Total Square meters for Groblersdal Yard for gardening = 350 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	1
	LDV single cab	1
TOTAL		2

#### OVERALL SQUARE METERS FOR SEKHUKHUNE DISTRICT

All Sekhukhune District Offices	4698 m <sup>2</sup>
Yard for gardening	24788 m <sup>2</sup>

#### OVERALL VEHICLES LOCATED IN SEKHUKHUNE DISTRICT

OFFICE	NUMBER OF VEHICLES
All Sekhukhune District Offices	38

## 4. MOPANI DISTRICT

### 4.1 DISTRICT OFFICE AND TZANEEN LOCAL OFFICE

No. of Offices:	30
No. of Officials	42
No. of Workstations:	22
No. of Kitchens	2
Ablution Facilities:	Male (6 toilets, 3 urinals and 7 basins)

	Female (6 toilets, 7 basins)
	Disabled (1 toilets, 3 basins)
Meeting Rooms:	2 x (1 x 12 seaters and 1x 48 seaters)
Strong Rooms:	1
Store Rooms	3
Reception Area:	1
No. of cleaners	2
Gardener	1
No of beneficiaries	60

Total Square meters for the Mopani District = 1865 m<sup>2</sup>

Total Square meters for the Mopani Yard for gardening = 850 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
District Office	Truck (Mobile Unit )	1
	LDV Double Cab	4
	LDV Single Cab	0
	Station Wagon ( Caddy)	2
	Sedan	2
	Panel Vans	1
<b>TOTAL</b>		<b>12</b>

#### 4.2 NAMAKGALE LOCAL OFFICE

No. of Offices:	3
No. of Officials	13
No. of Workstations:	8
Ablution Facilities:	Male (2 toilets, 2 basins) Female (2 toilets, 2 basins) Disability toilets (3)
No. of cleaners	1
She bins	2
Public rest rooms	2
Cleaner	1
Gardener	1
No of beneficiaries	60

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLE
Namakgale	Mobile Unit	0
	Nissan Hard body LDV Double Cab	4
<b>Total</b>		<b>04</b>

Total Square meters for Namakgale service point = 450 m<sup>2</sup>

Total Square meters for Namakgale Yard for gardening = 650 m<sup>2</sup>

#### 4.3. LULEKANI LOCAL OFFICE

No. of Offices:	2
No. of Officials	8
No. of Kitchens	1
No. of Workstations:	1
Ablution Facilities:	Male (2 toilets, 1 basins) Female (2 toilets, 1 basins)
No. of storerooms	1
No. of cleaners	1
No of beneficiaries	6

#### VEHICLE

OFFICE	TYPE OF VEHICLE	NUMBERS OF VEHICLE
	Toyota Etios Sedan	1
	LDV	0
<b>TOTAL</b>		<b>1</b>

Total Square meters for Lulekani service point = 156 m<sup>2</sup>

Total Square meters for Lulekani Yard for gardening = 350 m<sup>2</sup>

#### 4.4. GREATER GIYANI LOCAL OFFICE

o No. of Offices:	4
o No. of Officials	23
o No. of Kitchens	1
o No. of Workstations:	21(8 Cubicles and 13 Tables)
o Ablution Facilities:	Male (2 toilets, 2 urinal, 2 basins) • Female (3 toilets, 1 basins) • Disabled (2 toilet, 1 basin)
o No. of cleaners	1
o Gardener	1
o No of beneficiaries	82

Total Square meters for Greater Giyani Local Office = 450 m<sup>2</sup>

Total Square meters for Greater Giyani Yard for gardening = 400 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Giyani Local Office	LDV Single Cab	1
	LVD Double Cab	3
	Sedan	1
<b>TOTAL</b>		<b>5</b>

#### 4.5 DZUMERI LOCAL OFFICE

- o No. of Offices: 1 Open space
  - o No. of Officials 7
  - o No. of Workstations: 5
  - o Ablution Facilities: Male / Female (1 pit toilet for client)
  - o No. of cleaners: 1
  - o Ablution: 1 Female Toilet
    - 1 Male Toilet
  - o No of beneficiaries 20
  - o Vehicle Double Cab
- (1)

Total Square meters for Dzumeri service point = 93 m<sup>2</sup>

#### 4.6. KGAPANE LOCAL OFFICE

- o No. of Offices: 2 Plus hall
- o No. of Officials: 13
- o No. of Kitchens: 1
- o No. of Workstations: 13
- o No. of cleaners: 1
- o Gardener: 1
- o No of beneficiaries: 61
- o Enviro loo: Male : 2, Female :2

Total Square meters for Kgapan service point = 450 m<sup>2</sup>

Total Square meters for Kgapan Yard for gardening = 205 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Kgapan	LVD Double Cab	2
	Sedan	1
TOTAL		3

#### 4.7. SENWAMOKGOPE LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 7
- o No. of Workstations: 7
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 60

Total Square meters for Senwamokgope service point = 80 m<sup>2</sup>

Total Square meters for Senwamogklope Yard for gardening = 900 m<sup>2</sup>

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Senwamogklope	LVD Single Cab	1
TOTAL		1

4.8. MOKWAKWAILA LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 8
- o No. of Workstations: 9
- o No of kitchen 1
- o Ablution Facilities: Male / Female (1 inside)
  - 2 outside (four seats)
- o No. of cleaners 1
- o No of beneficiaries 60

Total Square meters for Mokwakwaila service point = 50. m<sup>2</sup>

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mokwakwaila	LDV Double Cab	1
TOTAL		1

4.9. MARULENG LOCAL OFFICE

- o No. of Offices: 1
- o No. of Officials 18
- o No. of Workstations: 18
- o No of Store rooms 1
- o No. of kitchens 1
- o Ablution Facilities: Male (2 toilets, 2 basins, 3 urinals, 2 disabled toilets and 2 basins for disabled)
  - Female (2toilets, 3 basins)
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 60

Total Square meters for Maruleng Local Office = 450 m<sup>2</sup>

Total Square meters for Maruleng Yard for gardening = 700 m<sup>2</sup>

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Maruleng	Sedan	1
	LDV Double Cab	2
	LVD Single	1
<b>TOTAL</b>		<b>4</b>

**4.10. NKOWA-NKOWA LOCAL OFFICE**

- o No. of Offices: 3
- o No. of Officials: 8
- o No. of Kitchens: 1
- o No. of Workstations: 9
- o Ablution Facilities: Male (2) Female(2)(inside :1) (pit toilets)
- o No. of cleaners: 1
- o Gardener: 1
- o Waiting area: 1
- o No of beneficiaries: 65

Total Square meters for Nkowankowa service point = 50 m<sup>2</sup>  
Total Square meters for Nkowankowa Yard for gardening = 350 m<sup>2</sup>

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Nkowa-nkowa	LDV Double Cab	1
	LVD Single	1
<b>TOTAL</b>		<b>2</b>

**4.11 DR CN PHATUDI LOCAL OFFICE**

- o No. of Offices: 4
- o No. of Officials: 8
- o No. of Workstations: 6
- o Ablution Facilities: Male (3 toilets, 2 Urinary basins)
  - Female (4 toilets, 5 basins)
  - Disability toilet (1)
  - SHE bin (3)
- o No. of cleaners: 1
- o Boardroom: 1
- o No of beneficiaries: 60

**VEHICLES**

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
CN Phatudi	LDV Double Cab	1



TOTAL	1
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Total Square meters for DR CN Phatudi Local Office = 450 m<sup>2</sup>

Total Square meters for DR CN Phatudi Yard for gardening = 640 m<sup>2</sup>

#### OVERALL SQUARE METERS FOR MOPANI DISTRICT

Office	Overall m <sup>2</sup>
All Mopani District Offices	4364 m <sup>2</sup>
Yard for gardening	5045 m <sup>2</sup>

#### OVERALL VEHICLES LOCATED IN MOPANI DISTRICT

OFFICE	NUMBER OF VEHICLES
Mopani District Offices	40

#### 5. CAPRICORN DISTRICT

##### 13.1. DISTRICT OFFICE

- o No. of Offices: 18
- o No. of Officials 32
- o No. of Workstations: 34
- o No. of Kitchens 2
- o Ablution Facilities: Male (4 toilets, 4 urinals and 4 basins)  
Female (4 toilets, 4 basins)  
Disabled (1 toilets, 1 basins)
- o Meeting Rooms: 1
- o Strong Rooms: 2
- o Store Rooms 0
- o Reception Area: 1
- o No. of cleaners 2
- o No of beneficiaries 230

Total Square meters for the Capricorn District =1105m<sup>2</sup>  
Total Square meters for the Capricorn Yard for gardening =150m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Capricorn District Office	Mobile unit	1
	LDV Double Cab	3
	Multipurpose	3
	Sedan	2
	Bus ( 21 seater )	1
TOTAL		10

## 5.2. SESHEGO LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 18
- o No. of Workstations: 18
- o No kitchen: 1
- o Ablution Facilities: Male (2 toilets, 2 basins)  
Female (4 toilets, 2 basins)  
Disabled (1 toilet 1 basin)
- o Waiting area: 1
- o Reception area: 1
- o Store room: 1
- o No. of cleaners: 1
- o Gardener: 1
- o No of beneficiaries: 115

### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Blouberg Local Office	Sedan	1
	LDV Double Cab	1
TOTAL		2

Total Square meters for Seshego Service Point = 450 m<sup>2</sup>  
Total Square meters for Seshego Yard for gardening = 105 m<sup>2</sup>

## 5.3. MANKWENG LOCAL OFFICE

- o No. of Offices: 2
- o No. of Officials 22
- o No. of Workstations: 8
- o Ablution Facilities: Male (4 toilets, 1 basin)  
Female (4 toilets, 1 basin)  
Disabled (1 toilets 1 basin)
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 230

### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	Sedan	1
	LDV Single Cab	1

	LDV Double Cab	2
TOTAL		4

Total Square meters for Mankweng service point = 430 m<sup>2</sup>  
Total Square meters for Mankweng Yard for gardening = 1673 m<sup>2</sup>

#### 5.4 SENWABARWANA LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 17
- o No. of Workstations: 19
- o No. of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 1 basin)
  - Female (4 toilets, 1 basin)
  - Disabled (1 toilet 1 basin)
- o Store Rooms 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 115

Total Square meters for Senwabarwana Local Office = 450 m<sup>2</sup>  
Total Square meters for Senwabarwana Yard for gardening = 1050 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Blouberg Local Office	Sedan	0
	LDV Single Cab	2
	LDV Double Cab	2
	Multipurpose	0
TOTAL		4

#### 5.6. BAHANANOA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 7
- No. of Workstations: 8
- Ablution Facilities: Male (3 toilets, 2 basin)
  - Female (4 toilets, 2 basin)
  - Disabled (1 toilet 1 basin)
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 25
- Vehicle 1 Single Cab

Total Square meters for Bahananoa service point = 450 m<sup>2</sup>  
Total Square meters for Bahananoa Yard for gardening = 1050 m<sup>2</sup>

### 5.7. LEPELLE-NKUMPI LOCAL OFFICE

- o No. of Offices: 13
- o No. of Officials 20
- o No. of Workstations: 20
- o No. of Waiting area: 1
- o Ablution Facilities: Male (2 toilets, 2 basins)
  - Female (2 toilets, 2 basins)
- o No. of cleaners 1
- o No of beneficiaries 165

Total Square meters for Lepelle-Nkumpi Local Office = 315 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Lepelle Nkumpi Local Office	Sedan	2
	LDV Single Cab	1
TOTAL		3

### 5.8. ZEBEDIELA SERVICE POINT

- o No. of Offices: 2
- o No. of Officials 12
- o No. of Workstations: 12
- o No. of Store room 0
- o Ablution Facilities: Male (2 toilet, 2 basin)  
Female (2 toilets, 2 basin)  
Disabled (1 toilet, 1 basin)
- o Enviro-loo Male 1, Female 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 90

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	2
	Sedan	1
TOTAL		3

Total Square meters for Zebediela service point = 450m<sup>2</sup>

#### 5.9. MOLEMOLE LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 11
- o No. of Workstations: 12
- o No of Kitchens 1
- o Ablution Facilities: Male (4 toilets, 2 basins)
  - Female (4 toilets, 2 basins)
  - Disabled (1 toilet, 1 basin)
- o Enviro-loo Male 1, Female 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 80

Total Square meters for Molemole Local Office = 450 m<sup>2</sup>

Total Square meters for Molemole Yard for gardening = 105 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Molemole Local Office	LDV Double Cab	2
TOTAL		2

#### 5.10. CERES LOCAL OFFICE

- o No. of Offices: 03
- o No. of Officials 12
- o No. of Workstations: 13
- o No of Kitchens 1
- o Ablution Facilities: Male (4 toilets, 2 basins)
  - Female (4 toilets, 2 basins)
  - Disabled (1 toilet, 1 basin)
- o Enviro – loo Male 1, Female 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 105

Total Square meters for Ceres Local Office = 450 m<sup>2</sup>

Total Square meters for Ceres Yard for gardening = 1050 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
--------	-----------------	----------------

Ceres Local Office	LDV Double Cab	1
	LDV Single Cab	1
	Sedan	1
<b>TOTAL</b>		<b>3</b>

#### 5.11. MARABA-MOSHATE LOCAL OFFICE

- o No. of Offices: 4
- o No. of Officials: 10
- o No. of Workstations: 8
- o No. of Kitchens: 1
- o Ablution Facilities: Male (2 toilets, 2 urinals and 2 basins)
  - Female (2 toilets, 2 basins)
  - Disabled (2 toilets, 2 basins)
- o Strong Rooms: 1
- o Store Rooms: 1
- o Reception Area: 1
- o No. of cleaners: 1
- o Gardener: 1
- o No of beneficiaries: 25

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Ceres Local Office	LDV Double Cab	2
	Sedan	1
<b>TOTAL</b>		<b>3</b>

*Total Square meters for Maraba-Moshate service point = 550 m<sup>2</sup>*  
*Total Square meters for Maraba-Moshate Yard for gardening = 1700 m<sup>2</sup>*

#### OVERALL SQUARE METERS FOR CAPRICORN DISTRICT

All Capricorn District Offices	5100 m <sup>2</sup>
Yard for gardening	7828 m <sup>2</sup>

#### OVERALL VEHICLES LOCATED IN CAPRICORN DISTRICT

OFFICE	NO OF VEHICLES
All Capricorn District Offices	36

## 6. WATERBERG DISTRICT OFFICE

### 6.1. DISTRICT OFFICE AND MODIMOLLE LOCAL OFFICE

- No. of Offices: 26
- No. of Officials 9
- No. of Workstations: 27
- No. of Kitchens 1
- Ablution Facilities: Male (4 toilets, 4 urinals and 6 basins)
  - Female (7 toilets, 6 basins)
  - Disabled (1 toilets, 1 basins)
- Board Rooms: 2
- Strong Rooms: 1
- Store Rooms: 3
- Reception Area: 1
- No. of cleaners: 2
- Gardener: 1
- No of beneficiaries: 52

Total Square meters for the Waterberg District = 1865 m<sup>2</sup>

Total Square meters for the Waterberg Yard for gardening = 920 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO. OF VEHICLES
District Office	Truck (Mobile Unit )	01
	Sedan	02
	Station Wagon ( Caddy)	02
	Panel Van	01
<b>TOTAL</b>		<b>06</b>

### 6.2. BELA-BELA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 9
- No. of Workstations: 9
- No. of Kitchens: 1
- Ablution Facilities: Male (2 toilet, 1 basin)  
Female (2 toilet, 1 basin,)  
Disabled (1 toilet, 1 basin)
- Waiting Area: 1
- Reception Area: 1
- No. of cleaners: 1
- Gardener 1
- No of beneficiaries 37

Total Square meters for Bela-Bela Local Office = 430 m<sup>2</sup>

Total Square meters for Bela-Bela Yard for gardening = 602 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Bela-Bela Local Office	Sedan	1
	LDV Double Cab	2
TOTAL		3

#### 6.3. THABAZIMBI LOCAL OFFICE

- o No. of Offices: 32
- o No. of Officials 11
- o No. of Workstations: 12
- o No. of Kitchens 2
- o Ablution Facilities: Male (4 toilets, 4 urinals and 6 basins)  
Female (7 toilets, 6 basins,) Disabled (2 toilets, 2 basins)
- o Board Rooms: 1
- o Waiting Area: 1
- o Strong Rooms: 1
- o Store Rooms: 4
- o Reception Area: 1
- o No. of cleaners 2
- o Gardener 1
- o No of beneficiaries 20

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Thabazimbi Local Office	LDV Double Cab	3
TOTAL		3

Total Square meters for Thabazimbi Local Office = 1690 m<sup>2</sup>

Total Square meters for Thabazimbi Yard for gardening = 590 m<sup>2</sup>

#### 6.4. MOOKGOPHONG LOCAL OFFICE

- o No. of Offices: 2
- o Reception 1
- o No. of Officials 7
- o No. of Workstations: 6
- o NO. of Kitchens 1
- o Ablution Facilities: Male (2 toilet, 1 basin, 1 urinal)  
Female (2 toilet, 1 basin,)
- o No. of cleaners 01
- o No of beneficiaries 20

Total Square meters for Mookgophong Local Office = 235 m<sup>2</sup>



VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mookgopong Local Office	Sedan	1
	LDV Double cab	1
<b>TOTAL</b>		<b>2</b>

**6.5 MOKOPANE LOCAL OFFICE**

- o No. of Offices: 07
- o No. of Officials 7
- o No. of Workstations: 12
- o No. of Kitchens 01
- o Ablution Facilities: Male (3 toilet, 2 basin, 1 urinal)  
Female (6 toilets, 2 basins)
- o No. of cleaners 01
- o No of beneficiaries 45

Total Square meters for Mokopane Local Office = 267 m<sup>2</sup>

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mokopane Local Office	Sedan	1
	LDV double Cab	2
<b>TOTAL</b>		<b>3</b>

**6.6. THABALESHOBA LOCAL OFFICE**

- o No. of Offices: 3
- o No. of Officials 8
- o No. of Workstations: 11
- o No. of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 2 urinals and 2 basins)  
Female (4 toilets, 4 basins, 4)  
Disabled (1 toilets, 1 basins)
- o Store Rooms: 1
- o Reception Area: 1
- o No. of cleaners: 1
- o No of beneficiaries: 46

Total Square meters for Thabaleshoba Local office = 450 m<sup>2</sup>

Total Square meters for Thabaleshoba Yard for gardening = 850 m<sup>2</sup>

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
--------	-----------------	----------------

Local Office	LDV Single Cab	1
	Double Cab	3
Total		4

#### 6.7. MOKERONG LOCAL OFFICE

- o No. of Offices: 2
- o No. of Officials 10
- o No. of Workstations: 09
- o No. of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 2 basins, 4 urinals)
- o Female (6 toilets, 3 basins)
- o No. of cleaners 1
- o No of beneficiaries 60

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mokerong Local office	LDV Double Cab	01
	LDV Single Cab	01
	Sedans	01
TOTAL		03

Total Square meters for Mokerong Local Office = 72m<sup>2</sup>

#### 6.8. BAKENBERG LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 12
- o No. of Workstations: 12
- o Kitchen 1
- o Store room 01
- o Ablution Facilities: Male (2 toilets, 1 basin, 2 urinals)
- o Female (2 toilets, 1 basin)
- o Enviro –loo Female(2 toilets),Male(2toilets)
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 55

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Bakenberg Local Office	LDV Single Cab	01
	LDV Double Cab	03

TOTAL	03
-------	----

Total Square meters for Bakenberg Local Office = 450 m<sup>2</sup>

Total Square meters for Bakenberg Yard for gardening = 750 m<sup>2</sup>

#### 6.9. LEPHALALE LOCAL OFFICE

- o No. of Offices: 03
- o No. of Officials 07
- o No. of Workstations: 09
- o No. of Kitchens 1
- o Ablution Facilities: Male (2 toilets, 4 toilets outside, 1 urinal, 2 basins)
  - Female (1 toilet, 1 basins, 2 toilets outside)
- o Store Rooms 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 15

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local office	LDV Single cab	1
	LDV double cab	1
	Sedans	1
TOTAL		03

Total Square meters for Lephalale Local Office = 450 m<sup>2</sup>

Total Square meters for Lephalale Yard for gardening = 900 m<sup>2</sup>

#### 6.10. MABATLANE SERVICE POINT

- o No. of Offices: 1
- o No. of Officials 03
- o No. of Workstations: 03
- o No of kitchens 1
- o Ablution Facilities: Male (2 toilets, 1 Basin, 2 urinal)
  - Female (2 toilets, 2 basins)
- o Store room 0
- o No. of cleaners 1
- o No of beneficiaries 13

Total Square meters for Mabatlane service point = 46 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local office	LDV double cab	1

#### 6.11. WITPOORT LOCAL OFFICE

- o No. of Offices: 3
- o No. of Officials 8
- o No. of Workstations: 12
- o Kitchen 01
- o Ablution Facilities: Male (2 toilets, 1 basin, 2 urinals)
  - Female (2 toilets, 1 basin)
- o Store room 1
- o No. of cleaners 1
- o Gardener 1
- o No of beneficiaries 35

Total Square meters for Witpoort Local Office = 450 m<sup>2</sup>

Total Square meters for Witpoort Yard for gardening = 1100 m<sup>2</sup>

#### VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local office	LDV Double Cab	2
	Sedans	1
TOTAL		03

#### OVERALL SQUARE METERS FOR WATERBERG DISTRICT

Office	Overall m <sup>2</sup>
Offices	6405 m <sup>2</sup>
Yard for gardening	5712 m <sup>2</sup>

#### OVERALL VEHICLES LOCATED IN WATERBERG DISTRICT

OFFICE	NUMBER OF VEHICLES
All Waterberg District Offices	38

# ANNEXURE B



## FLOOR MAINTENANCE:

### Resilient Floors:

- o Sweep or damp mop. Daily
- o Machine burnish. Twice a week

### Stone Floors (ceramic tiles):

- o Sweep. Daily
- o Damp Mop. Daily
- o Machine Buff. Twice per week
- o Machine scrub. Twice per week

### Rugs and Carpeting:

- o Vacuum clean thoroughly:
  - heavy traffic areas. Daily
  - medium traffic areas. Twice per week
  - light traffic areas. Twice per week

## DUSTING:

- o Dust all surface (low level). Daily

- Dust all high ledges and fittings. Weekly
- Dust all surfaces (wall, cabinet, etc.) Weekly
- Dust all window ledges. Daily
- Dust telephones. Daily
- Clean and disinfect telephones. Weekly

**WASTE DISPOSAL:**

- Provide refuse bags for the bins Daily and when required
- Empty and clean all waste receptacles. Daily
- Remove all waste to specified areas. Daily
- Remove all waste papers. Daily

**WALLS AND PAINTWORK:**

- Spot clean all low surface, i.e. glass, walls, doors and light switches. Daily

**GLASS AND METAL WORK:**

- Spot clean glass doors. Daily

**ENTRANCE AND RECEPTION:**

- Sweep entrance steps and entrance. Daily
- Clean doormats and wells. Daily
- Wash steps. Daily

**TOILETS AND REST ROOMS:**

**Normal usage toilets and rest rooms**

- Provide toilet brushes for all toilets Once off and when required
- Maintain floors according to types. Daily
- Deep clean normal usage toilets Quarterly
- Damp mop floors with disinfectant. Daily

- Empty and clean all waste receptacles. Daily
- Empty and clean sanitary bins. Daily
- Clean and sanitize all bowels, basins, urinals, showers and baths (where applicable). Daily
- Clean all mirrors. Daily
- Clean all metal fittings. Daily
- Spot clean walls, doors, partitions and lockers where applicable. Daily
- Replenish consumables i.e. toilets papers, soap and towel cabinets. Daily

**LIFTS AND LIFT FOYERS:**

- Completely clean interior of all lifts including Indicator boards. Daily
- Clean lift door tracks. Daily

**STAIRCASES:**

- Dust and sanitize handrails and fittings. Daily
- Maintain landings, treads and risers according to finish. Daily
- Clean fire escape. Weekly

**WINDOW CLEANING:**

- Clean interior and exterior faces of all Accessible windows. Quarterly
- Clean partition glass. Weekly

**BLINDS:**

- Dust. Twice a week
- Ensure that blinds are in place. Daily

**NB: The service provider shall be held accountable for the blinds damaged by the cleaners**

**PARKING:**

- o Pick up litter and remove to agreed area. Daily
- o Sweep. Weekly

**STOREROOMS:**

- o Scrub the floor. Twice a month and when required
- o Dust all areas Twice a month and when required
- o Remove all unwanted papers and other items. Twice a month and when required

**WALKWAY / BUILDING SURROUNDINGS:**

- o Pick up litter and remove to agreed area. Daily
- o Sweep. Weekly

**REFUSE AREA:**

- o Operate compactor. Twice per week (if applicable)
- o Maintain compactor / refuse area in a clean and applicable) Hygienic condition. Twice per week (if applicable)
- o Sweep and keep the refuse area tidy (maintain refuse area in a clean hygienic condition) Daily

**DINING ROOMS:**

- o Maintain and clean floors According to type. Daily
- o Dust all vertical and horizontal surfaces to a height of 2.5m. Daily



- o Damp wipe furniture. Daily
- o Empty and clean receptacles. Twice a day
- o Collect dirty dishes and wash them in the kitchen. Twice a day

**KITCHEN:**

- o Maintain and clean floors (inside and outside). Daily
- o Wash the dishes in the kitchen. Two times a day and when required
- o Clean the fridges. Fortnightly and when required
- o Clean the microwaves Twice per week and when Required
- o Clean and re-fill water boilers Twice per week and when Required

**BOARDROOMS:**

- o Maintain and clean floors. Daily
- o Dust all boardroom tables and chairs. Daily
- o Collect dirty dishes and wash them in the kitchen Twice a day

**OFFICES**

**In addition to the standard cleaning activities for offices**

- o Collect dirty dishes and wash them in the kitchen Twice a day
- o Wash water jugs and glasses and re-fill water jugs Daily

**WATER COOLERS:**

- o Clean and re-fill water coolers Daily

**SERVICE TIMES:**

- Day cleaning (Regional, District and Local Offices) - Monday to Friday from 07h00 to 16h00 or as practical in the environment.
- Service points – Weekly (or as and when required)
- Night cleaning is not allowed.

**MISCELLANEOUS:**

- |                                     |             |
|-------------------------------------|-------------|
| ○ Polish desk and office furniture. | Weekly      |
| ○ Wash vinyl covered furniture.     | Monthly     |
| ○ Vacuum cloth covered furniture.   | Monthly     |
| ○ Removal of empty boxes            | Twice a day |

**QUARTERLY CLEANING EXERCISES**

- |                                       |                                |
|---------------------------------------|--------------------------------|
| ○ Carpet cleaning (deep cleaning)     | Quarterly (only on weekends)   |
| ○ Clean interior part of windows      | Quarterly (only on weekends)   |
| ○ Deep Cleaning of Couches and chairs | Six monthly (only on Weekends) |

**EXCLUDED AREAS:**

- Electrical and mechanical plant rooms.

# ANNEXURE C



## Equipments

- Wet /dry vacuum cleaner
- Mop handles
- Hose pipes and fittings
- Enviro loo cleaning equipment

## Consumables

- Spray bottles
- Yard for gardening brooms – hard bristle
- House brooms – soft bristle
- Mop head refill
- Scrubbing brush
- Baggy complete
- Dust pan set
- Toilet brush set
- Feather duster – long
- Feather dust – short
- Gloves
- Microfibre cloths
- Yellow dust cloths
- Dust musks
- Santara cloths
- Dish cloths
- Mutton cloths
- Refuse bags
- Toilet Paper Holders and Refills (**Toilet Paper Quality must comply with SANS 1887 Part 2**)
- Sensor Operated Hand Towel (Paper) Dispensers and Refills (**Hand Towel Quality must comply with SANS 1887 Part 8**)

- Foam Seat Spray Dispensers (Foam) and Refills;
- Sanitizer Drip Master for Urinals;
- Sanitary Waste Bins and Removal Service (weekly);
- Hand Soap Dispenser (Foam) and Refills;
- Hand Towel Waste Bins and Removal Service;
- Air Fresheners (Digital) and Refills.

#### **ADDITIONAL AIRFRESHENERS**

- Air Fresheners (Digital) for corridors and Refills;
- Air Fresheners (Digital) for Reception.
- Window cleaner
- Soap
- Dish washing liquid
- Liquid hand soap
- Furniture polish
- Duo blocks
- Carpet shampoo

**N.B:** The service provider shall be expected to properly monitor the usage of the above mentioned and ensure that **THERE IS NO SHORTAGE AT ALL TIMES**

# ANNEXURE D



## POOL CAR WASH SERVICES

**N.B:** The car wash service must be provided in a secure and safe car wash facility closest to all SASSA Limpopo Regional, District, Local offices and Service Points within a 3km radius.

- Provide a complete car wash service which includes the following (Weekly or as and when required):
  - Wash the exterior part of the vehicle, including windows;
  - Polish dashboards;
  - Vacuum the driver and passenger seats;
  - Vacuum the floor mats in the driver and passengers seats;
  - Wash and polish car tyres.
  
- Provide a complete car valet service which includes the following (twice a year or six monthly):
  - Wash carpets of the car;
  - Wash car seats;
  - Wash the roof top (inside);
  - Wash the boot;
  - Polish the car

# ANNEXURE E



## GARDENING SERVICES

### The service provider shall:

1. Maintain lawn, trees/shrubs and flowers, where applicable.
2. Cut grass/lawn to length according to ground conditions.
3. Trim edges of all grass to same length as the cut.
4. Apply lawn manure to feed the lawn.
5. Trim new growths for hedges.
6. Remove and dispose all cuttings and litter to dumping sites.
7. Remove all large weeds including paved areas.
8. Hoe small weeds in beds including paved areas.
9. Apply weed killer when necessary.
10. Turn beds over regularly.
11. Edge all beds and tree circles where appropriate.
12. Water lawn trees/shrubs and flowers where applicable.
13. Sweep all areas clear including car parks and path ways.
14. Remove all garbage to designated dumping areas.

NB: Gardening services are required twice per week, per office.

## ANNEXURE F



### FUMIGATION SERVICES

The service provider shall:

Fumigation of these offices are three fold which includes:-

1. Treatment of termites/ cockroaches, flies, ants, mosquito, bees, rats and snakes.
2. Chemicals used should not leave stains on property (Files, floors, walls and furniture).
3. Three months service guarantee.
4. Service providers should be qualified, provide fumigation certificate and one year guarantee after service be able to demonstrate to the client chemicals used for treatment of the above. Fumigation must be done on a quarterly basis.

## ANNEXURE G



### ENVIRO-LOO AND SEPTIC TANK SERVICES

1. The service provider shall perform the services as :
  - 1.1. Cleaning of and removal of waste from Enviro-loo toilets (details of which are provided in Annexure I);

- 1.2. Other offices requires sucking of waste from the septic tank. Pricing for this should be indicated in the pricing schedule under enviro-loo waste removal service.
- 1.3. The provision of this service should be conducted in compliance with the approved Environmental Management Regulatory Framework and Municipal By-laws.



# ANNEXURE H



## PRICE SCHEDULE FOR ALL SERVICES

**N.B. ALL Bid Price Proposals must be completed in line with the following requirements:**

- o The price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE OMITTED.**
- o A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted.**
- o The Labour costs for the cleaning staff (supervisor and cleaners) must not be below the approved sectoral wage determination as determined by the Department of Labour.
- o The price must also include disposal of waste materials.

**ONLY PRICE PROPOSALS SUBMITTED ON THIS TEMPLATE SHALL BE ACCEPTED**

### PRICING SCHEDULE

All prices must include VAT	
LABOUR COSTS:	
<b>Project Manager (Only a full time Manager required)</b>	<b>Full Time</b>
Basic Salary	R.....
Provident Fund	R.....
Sick leave	R.....
SDL	R.....
Leave	R.....

COIDA UIF CCA Any Other Allowances		R..... R..... R..... R..... <b>Total monthly cost for the Project Manager</b> R.....
<b>Supervisor (Only a full time Supervisor required)</b> Basic Salary Provident Fund Sick leave SDL Leave COIDA UIF NCCA Bonus Any Other Allowances		<b>Full Time</b> R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... <b>Total monthly cost for Supervisor</b> R.....
Cleaner (Indicate number of full time cleaners) <b>Number of Cleaners</b> ..... Basic Salary Provident Fund Sick leave SDL		<b>Full Time</b>  R..... R..... R..... R.....

Leave	R.....
COIDA	R.....
UIF	R.....
NCCA	R.....
Bonus	R.....
Any Other Allowances	R.....
	<b>Total monthly cost per Cleaner</b>
	R.....
	<b>Total cost for number of Cleaners offered per month</b>
	R.....

<b>A. TOTAL LABOUR COSTS FOR THE FIRST 12 MONTHS EXCLUDING OVERTIME</b> (Combined: Project Manager, Supervisor and Cleaners,- Including VAT)	
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<b>OVERTIME COSTS</b>
<b>OVERTIME COSTS</b>
<b>SUPERVISOR</b>

<p><b><u>Saturday</u></b></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities)</p> <p>.....</p> <p>Overtime x ½</p>	<p>Cost for Supervisor per overtime session.</p> <p>R.....</p> <p>Total cost for all Supervisor's Saturday overtime sessions.</p> <p>R.....</p>	
<p><b><u>Sunday</u></b></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities)</p> <p>.....</p> <p>Overtime Double</p>	<p>Cost for Supervisor per overtime session.</p> <p>R.....</p> <p>Total cost for all Supervisor's Sunday overtime sessions.</p> <p>R.....</p>	

**OVERTIME COSTS FOR CLEANERS**

<p><b><u>Saturday</u></b></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities)</p> <p>.....</p> <p>Overtime x ½</p>	<p>Cost per cleaner per overtime session.</p> <p>R.....</p> <p>Total cost per cleaner for all Saturday overtime sessions.</p> <p>R.....</p> <p>Cost per cleaner per overtime session.</p> <p>R.....</p>	
<p><b><u>Sunday</u></b></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities)</p> <p>.....</p>	<p>Total cost per cleaner for all Sunday overtime sessions.</p> <p>R.....</p>	

Overtime Double		
<b>TOTAL COST FOR ALL CLEANERS OVERTIME WORK (Aligned to the tender specifications)</b> R.....		

<b>B. TOTAL COST OVERTIME FOR THE FIRST 12 MONTHS</b> (Combined: Supervisor and Cleaners – Including VAT)	
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<b>CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT (REFER TO ANNEXURE A &amp; C FOR SERVICES REQUIRED)</b>	
Description of the cleaning chemicals/requisites	Cost p/unit x number of units R..... <b>Total Cost p/month</b> R.....
Description of sanitary consumables to be used and sanitary equipment to be installed	Cost per unit x number of units R..... <b>Total Cost p/month (consumables)</b> R..... <b>Once-Off Total Cost (equipment)</b> R.....
Deep Cleaning of Couches - Number of chairs: 2,556	Cost per couch, per term x number of couches R..... <b>x 2 terms (6 MONTHLY)</b> R.....

Deep Cleaning of chairs - Number of chairs: 2,556	Cost per chair, per term x number of couches R..... <b>x 2 terms (6 MONTHLY)</b> R.....
Deep Cleaning of Carpet (15,000 square meters)	Cost per quarter x square meters R..... <b>X 4 quarters</b> R.....
Overheads	<b>Total Cost p/month</b> R.....

<b>C. TOTAL COST FOR CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT FOR THE FIRST 12 MONTHS (Including VAT)</b>	
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<b>CAR WASH SERVICE FOR POOL VEHICLES (REFER TO PART D FOR SERVICES REQUIRED)</b>	
N.B. The service provider must only claim for the work done (if cars have been washed less than two times in a month - the invoice must reflect this accordingly. Proof for the cars washed must be attached to the main invoice on a monthly basis).	
Number of pool cars	Cost per vehicle per week R..... <b>Total monthly cost for the total number of vehicles</b> R..... Cost per vehicle x 2 (valet service – every six month) R..... <b>Total monthly cost for the total number of vehicle</b> R.....

<b>D. TOTAL COST FOR CAR WASH SERVICE FOR THE FIRST 12 MONTHS (Including VAT)</b>	
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Gardener (Indicate number of full time gardeners) <b>Number of Gardeners</b>  ..... Basic Salary Provident Fund Sick leave SDL Leave COIDA UIF NCCA Bonus Any Other Allowances		<b>Full Time</b>  R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R.....  <b>Total monthly cost per Gardener</b> R.....  <b>Total cost for number of Gardeners offered per month</b> R.....
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<b>E. TOTAL COST FOR GARDENING SERVICE FOR THE FIRST 12 MONTHS (Including VAT)</b>	
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**ENVIRO LOO SERVICE(REFER TO ANNEXURE G FOR SERVICES REQUIRED)**

**N.B. . Proof of enviro loos serviced must be attached to the main invoice on a quarterly basis)**

Number of Enviro loo and Septic Tank	Unit Cost per enviro-loo waste removal per quarter
	R.....
	<b>Total quarterly cost for the total number of enviro loo</b>
	R.....
	Unit Cost per septic tank waste removal per quarter
	R.....
	<b>Total quarterly cost for the total number of septic tanks waste removal</b>
	R.....

<b>F. TOTAL COST FOR ENVIRO-LOO AND SEPTIC TANK SERVICE FOR THE FIRST 12 MONTHS (Including VAT)</b>	
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**FUMIGATION SERVICE(REFER TO ANNEXURE F FOR SERVICES REQUIRED)**

**N.B. . Proof of offices fumigated must be attached to the main invoice on a quarterly basis)**

Number of offices fumigated	Cost per square meter per quarter
	R.....
	<b>Total quarterly cost per square meters fumigated</b>
	R.....

<b>G. TOTAL COST FOR FUMIGATION SERVICE FOR THE FIRST 12 MONTHS (Including VAT)</b>	
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SANITIZATION OF OFFICES AND VEHICLES (COVID-19 SANITIZATION)	
Sanitization of Offices - Total square meters to be sanitized bi-monthly is 34,832 - The rate will also apply for ad-hoc sanitizing and/or disinfection	Rate per square meter R..... <b>Total Cost every two months</b> R.....
Sanitization of vehicles	Cost per vehicle R..... <b>Total Cost every two months</b> R.....

<b>H. TOTAL COST FOR SANITIZATION OF OFFICES AND VEHICLES FOR THE FIRST 12 MONTHS (Including VAT)</b>	
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**NB: The service for the sanitization of offices and vehicles will be terminated once Covid-19 is declared to no longer be a pandemic in the Republic.**

SERVICE NAME	TOTAL MONTHLY COST (Including VAT)	TOTAL BI-MONTHLY COST (Including VAT)	TOTAL QUARTERLY COST (Including VAT)	TOTAL COST FOR THE FIRST 12 MONTHS (Including VAT)
A. LABOUR COST EXCLUDING OVERTIME		N/A	N/A	
B. LABOUR OVERTIME COST ONLY		N/A	N/A	
C. CLEANING MATERIAL AND SANITARY CONSUMABLES AND		N/A	N/A	

SANITARY EQUIPMENT COST				
D. SANITISATION OF OFFICES (COVID-19 SANITIZING)	N/A		N/A	
E. CAR WASH COST		N/A	N/A	
F. GARDENING COST		N/A	N/A	
G. ENVIRO-LOO AND SEPTIC TANK COST	N/A	N/A		
H. FUMIGATION COST	N/A	N/A		

<b>Total Bid Price (All Costs Included)</b>
Total Bid Price per month: R.....
Total Bid Price for the 1 <sup>st</sup> Year: R.....
<b>TOTAL BID PRICE FOR THE FIRST 12 MONTHS (1<sup>ST</sup> Year)</b>

# ANNEXURE I



## PROOF OF CURRENT OR COMPLETED PROJECTS (to be returned with the bid document):

Name of client / organization where contract is being executed/was executed	Contract Duration (indicate start and end dates) e.g. 1 April 2011 to 31 March 2012	Reference Letter Attached (Yes/No – applies to cleaning, car wash, fumigation and gardening services)	Nature of services provided (e.g cleaning, car wash, fumigation, gardening)	Square Meters of Project Site (applies to cleaning services)	Total Cost of the Contract

**NB: SASSA shall verify the contents of this list directly with the bidders' clients. Bidders are required to complete this table in full as it shall be the ONLY ONE used to evaluate bidders experience and capability (square meterage) in cleaning & sanitation, gardening and fumigation services. Reference letters must be attached in order for the bidder to claim points.**

# ANNEXURE J



## OVERALL SUMMARY OF OFFICES

DISTRICT	OFFICE NAME	OFFICE AREA (SQR M)	YARD AREA (SQR M)	NO. OF CLEANERS NEEDED	NO. OF GARDENERS NEEDED	NUMBER OF CARS	NUMBER OF ENVIRO LOO AND SEPTIC TANK
CAPRICORN	Bahananoa	450	1,050	1	1	1	N/A
CAPRICORN	Capricorn District Office	1,105	150	2	N/A	10	N/A
CAPRICORN	Ceres	450	1,050	1	1	3	N/A
CAPRICORN	Mankweng	430	1,673	1	1	4	1 (Septic tank)
CAPRICORN	Maraba Moshate	550	1,700	2	2	3	1
CAPRICORN	Molemole	450	1,050	1	1	2	1
CAPRICORN	Senwabarwana	450	1,050	1	1	4	1
CAPRICORN	Seshego	450	105	1	1	2	N/A
CAPRICORN	Thabamooopo/ Lepelle Nkumpi	320	N/A	1	0	3	N/A
CAPRICORN	Zebediela	400	N/A	1	1	2	1
MOPANI	Dr CN Phatudi	450	640	1	1	1	1
MOPANI	Dzumeri	93	N/A	1	N/A	1	N/A
MOPANI	Giyani	450	400	1	1	4	1
MOPANI	Kgapane	450	205	1	1	4	1
MOPANI	Lulekani	45	350	1	1	2	N/A

MOPANI	Maruleng	450	700	1	1	3	N/A
MOPANI	Mokwakwaila	50	N/A	1	N/A	1	N/A
MOPANI	Mopani District Office & Tzaneen local office	1,865	850	1	1	11	N/A
MOPANI	Namakgale	450	650	1	1	2	N/A
MOPANI	Nkowankowa	50	350	1	1	1	N/A
MOPANI	Senwamokgope	80	900	1	1	1	01
REGIONAL OFFICE	Regional office	4,277	N/A	7	N/A	14	N/A
SEKHUKHUNE	Apel	450	2,958	1	1	4	1
SEKHUKHUNE	Groblerdal	132	350	1	1	2	N/A
SEKHUKHUNE	Leboeng	36	N/A	1	N/A	1	N/A
SEKHUKHUNE	Leeuwfontein	550	3,987	1	1	3	1
SEKHUKHUNE	Luckau	450	3,151	1	1	N/A	N/A
SEKHUKHUNE	Manganeng	550	3,136	1	1	1	1
SEKHUKHUNE	Moroke	84	3,153	1	0	1	N/A
SEKHUKHUNE	Moutse East	330	N/A	1	N/A	3	N/A
SEKHUKHUNE	Moutse West	36	N/A	1	N/A	1	N/A
SEKHUKHUNE	Nebo	46	N/A	1	N/A	2	N/A
SEKHUKHUNE	Praktiseer	108	1,746	1	1	2	01
SEKHUKHUNE	Schoonord	450	2,717	1	1	1	N/A
SEKHUKHUNE	Sekhukhune District Office & Jane Furse local office	1,865	3,599	2	1	9	1
VHEMBE	Ha-Mutsha	143	430	1	1	2	1
VHEMBE	Hlanganani	218	450	1	1	3	2 Enviro-loo plus 1 Septic Tank
VHEMBE	Makhado	438	N/A	1	1	3	N/A
VHEMBE	Makwarela	1,690	1,500	1	1	4	1
VHEMBE	Ma'amulele	108	2,000	1	1	4	1
VHEMBE	Musina	550	1,800	1	1	2	N/A
VHEMBE	Mutale	450	1,500	1	1	2	1
VHEMBE	Rabali	450	N/A	1	1	2	1
VHEMBE	Tshaulu	450	350	1	1	1	1
VHEMBE	Vhembe District Office	1,865	2,000	1	1	9	N/A

VHEMBE	Vuwani	36	350	1	1	1	N/A
WATERBERG	Bakenberg	450	750	1	1	3	1
WATERBERG	Bela-Bela	430	602	1	1	3	N/A
WATERBERG	Lephalale	450	900	1	1	3	N/A
WATERBERG	Mabatlane	46	N/A	1	1	1	N/A
WATERBERG	Mokerong	72	N/A	1	1	3	N/A
WATERBERG	Mokopane	267	N/A	1	1	2	N/A
WATERBERG	Mookgopong	235	N/A	1	1	2	N/A
WATERBERG	Thabaleshoba	450	850	1	1	3	01/A
WATERBERG	Thabazimbi	1,690	590	1	1	3	N/A
WATERBERG	Waterberg District Office & Modimolle local office	1,865	920	2	1	5	N/A
WATERBERG	Witpoort	450	1,100	1	1	3	N/A
<b>TOTAL</b>	<b>ALL OFFICE</b>	<b>34,832</b>	<b>57,198</b>	<b>100</b>	<b>49</b>	<b>174</b>	<b>18 Enviro-loo + 2 Septic Tank</b>

# ANNEXURE K



## PROJECT EXECUTION PLAN

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATION. (The Bidder may reproduce the section below in their own format but must provide all the required information).

<b>According to SASSA Requirements:</b> <ul style="list-style-type: none"><li>• Each floor ( where applicable ) must have a dedicated cleaner.</li><li>• There must be a full time Supervisor.</li><li>• There must be a Project Manager (full time), who must always be available as and when required to attend to contract related matters.</li></ul>	
<b>Personnel for the Project</b>	<b>Response</b>
<b>Project Manager available</b> <ul style="list-style-type: none"><li>• Full Time Manager</li></ul>	Yes / No _____
<b>Supervisor available</b> <ul style="list-style-type: none"><li>• Full Time (offered for this service)</li></ul>	Yes / No _____
<b>Number of cleaners offered for providing the service</b> <ul style="list-style-type: none"><li>• Full Time cleaners</li></ul>	Indicate the number _____
<b>Number of gardeners offered for providing the service</b> <ul style="list-style-type: none"><li>• Full Time gardeners</li></ul>	Indicate the number _____

<p><b>Training (Cleaning Services)</b></p> <p>Indicate the training that will be provided as well as where and when training will be given</p> <p>2. On duty Training</p> <p>1.1 _____</p> <p>1.2 _____</p> <p>1.3 _____</p> <p>3. Any other Training</p> <p>2.1 _____</p> <p>2.2 _____</p> <p>2.3 _____</p>	<p>Specify training courses / programmes (categorize in line with bullets 1 &amp; 2)</p>
<p><b>Equipment</b></p> <p>1. Cleaning Services: Equipment and chemicals to be used for cleaning services. Sanitary equipment and consumables must also be listed according to the bid specifications.</p> <p>2. Gardening Services: Equipment and chemicals to be used for gardening services.</p> <p>3. Car Wash Services: Equipment and chemicals to be used for car wash services.</p> <p>4. Enviro-loo Services: Equipment and chemicals to be used for enviro-loo services.</p> <p>5. Fumigation Services: Equipment and chemicals to be used for fumigation services.</p> <p>6. Sanitization Services: Equipment and chemicals to be used for fumigation services.</p>	<p>List the equipment and chemicals which will be used.</p>
<p><b>Project Implementation Plan</b></p> <p>Did you attach a detailed Project</p>	<p>Yes / No</p>



<b>Implementation Plan</b>	
<b>Price Structure</b> <input type="radio"/> Is the bid price firm for the duration of the contract? Yes / No _____ <input type="radio"/> Is your price structure in relation to staff costs in line with the Sectoral Determination 1? Yes / No _____	
<input type="radio"/> Did you complete all necessary SBD forms and in line with the bid specifications? Yes / No _____	
<b>Compliance with labour legislation</b> Do you comply with all applicable legislation? Yes / No _____	