

SASSA: 42-21-CS-NW

INVITATION TO BID

SASSA:42-21-CS-NW APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER CLEANING, SANITATION, FUMIGATION, GARDENING, DISINFECTION/DECONTAMINATION OF OFFICES AND CAR WASH SERVICES FOR SASSA NORTH REGION FOR THE PERIOD OF THIRTY SIX (36) MONTHS.

A compulsory briefing session will be held

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**: SASSA House Master Centre
1st Street Industrial Site
Mahikeng
2745**

**CLOSING DATE: 10 DECEMBER 2021
TIME : 11:00**

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

**CONTACT PERSON : Mr Victor Matuleke
CONTACT NUMBER : 018 397 3302**

SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

**CONTACT PERSON : Mr Muzi Mdlalose
CONTACT NUMBER : 018 397 3341**

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at the right time and place. N/A/01*

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:42-21-CS-NW	CLOSING DATE:	10 DECEMBER 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER(S) TO RENDER CLEANING, SANITATION, FUMIGATION, GARDENING, DISINFECTION/DECONTAMINATION OF OFFICES AND CAR WASH SERVICES FOR SASSA NORTH REGION FOR THE PERIOD OF THIRTY SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA House, Master Centre, 1st Street Industrial Site, Mahikeng 2745					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR MUZI MDLALOSE		CONTACT PERSON	Mr Victor Maluleke	
TELEPHONE NUMBER	018 397 3441		TELEPHONE NUMBER	018 397 3302	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Muzimd@sassa.gov.za		E-MAIL ADDRESS	VictorMa@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

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

DATE:

**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: 42-21-CS-NW
Closing Time 11:00 am	DATE:	10 December 2021

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	*Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)	

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

***Delete if not applicable**



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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, shareholder², 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.

¹"State" means -

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

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(e) Participant.

"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 YES / NO

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the evaluation and or adjudication of this bid?
 2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
 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?

2.10.1 If so, furnish particulars.

.....

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

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 / Pernal Number

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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

November 2011

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**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) 90/10 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

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

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

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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

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

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

Where

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

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

Page 2 of 6

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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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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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? (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>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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 (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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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

Ja365bW

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SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

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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

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SBD 9

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

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

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

THE NATIONAL TREASURY

Republic of South Africa



**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

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 accessed 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.

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|--|---|
| 29. Governing language | 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English. |
| 30. Applicable law | 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| 31. Notices | 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice. |
| 32. Taxes and duties | 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. |
| 33. National Industrial Participation Programme (NIP) | 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation. |
| 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.

Js General Conditions of Contract (revised July 2010)

Bidders Initials



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR THE PROVISION OF
CLEANING, SANITATION, FUMIGATION,
GARDENING, DISINFECTION /
DECONTAMINATION OF OFFICES AND CAR
WASH SERVICES FOR SASSA NORTH WEST
REGION FOR THE PERIOD OF THIRTY SIX (36)
MONTHS**

Bidders Initials

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Bidders Initials

1. DEFINITIONS

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|--------------------|---|
| 1.1 BBEE | - Broad Based Black Economic Employment |
| 1.2 CSD | - Central Supplier Database |
| 1.3 COIDA | - Compensation of Injuries and Diseases Act |
| 1.4 CV | - Curriculum Vitae |
| 1.5 EME | - Exempted Micro Enterprise |
| 1.6 M ² | - Square Meters |
| 1.7 NCCA | - National Contract Cleaners Association |
| 1.8 SABS | - South African Bureau of Standards |
| 1.9 SANAS | - South African National Accreditation System |
| 1.10 SASSA | - South African Social Security Agency |
| 1.11 SBD | - Standard Bidding Documents |
| 1.12 TOR | - Terms of Reference |
| 1.13 UIF | - Unemployed Insurance Fund |
| 1.14 SANS | - South African National Standards |

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2. OBJECTIVE

2.1 The main objective is to appoint a service provider(s) to render cleaning, sanitation, fumigation, gardening, disinfection / decontamination of offices and car wash services for SASSA North West Region for the period of thirty six (36) months

3. BACKGROUND

3.1 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 as the integrity of the whole system.

3.2 According to Section 8 (1) of the Occupational Health and Safety Act, (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.

3.3 For this purpose, cleaning and sanitation services is required at SASSA's offices consisting of the Regional Office, District Offices and Local Offices and a fleet of cars, across the North West.

4 BRIEFING SESSION

4.1 A compulsory briefing session will be held. For any clarity, refer to the contact details under enquiries (Section 15).

5 SCOPE OF WORK

5.1 The appointed service provider(s) will be required to provide the following six (6) services:

5.1.1 Cleaning and Sanitation Services: Provision of cleaning services by vacuuming, sanitation 3 x a day, sweeping, dusting, wiping, polishing, scrubbing, mopping, deep cleaning and washing surfaces.

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- 5.1.2 Hygiene Services:** Supply and installation of dispense as well as the replenishment of consumables
- 5.1.3 Disinfection / decontamination Services: (Covid-19):** Disinfection of offices and vehicles as and when required. This service will be terminated once Covid-19 is declared to no longer be a pandemic in line with the Republic disaster management regulations and disinfection of offices is no longer required.
- 5.1.4 Car Wash Services: Cleaning of Pool vehicles** within SASSA premises. Transport Officers to conduct pre and post inspection form that will assist in identifying losses and damages.
- 5.1.5 Gardening Services:** Provision of gardening services (maintenance and overall care) at affected offices
- 5.1.6 Fumigation Services or Pest Control:** Provision of fumigation/ or pest control on a quarterly basis or as and when required basis.

NB: Details on the square meters for offices and yards, floor plan, number of cleaners, gardeners, pool vehicles, deep cleaning and disinfections services are contained in the Annexures A and I.

6. RESPONSIBILITIES

6.1 The Service Provider shall:

- 6.1.1 Conduct business in a courteous and professional manner.
- 6.1.2 Provide the necessary documentation as requested prior to the awarding of the contract.
- 6.1.3 Comply with all relevant employment legislation and applicable bargaining council agreements, 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 Sectorial Determination including payment for overtime work.
- 6.1.4 Manage the internal disputes among his/her staff such that SASSA is not affected by those disputes.
- 6.1.5 Ensure that all staff working under this contract are in good health and pose no risk to any SASSA employees.
- 6.1.6 Comply with SASSA security and OHS policies, procedures and regulations.
- 6.1.7 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

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1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA.

- 6.1.8 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 made available on request).
- 6.1.9 Re-fill, empty and clean machines and equipment only at such places as indicated /designated
- 6.1.10 Ensure that all staff working under this contract are adequately trained on how to perform their duties and observing protocol 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 staff member who is poorly performing and conducting him/herself in an unprofessional/insolent manner.
- 6.1.11 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.
- 6.1.12 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
- 6.1.13 The project manager of the appointed cleaning company must attend the following meetings organized by SASSA:
- Occupational Health and Safety (OHS) meetings;
 - Ad-hoc meetings organized as and when necessary;
 - Progress review meetings to be held on a quarterly basis or as and when required;
 - Attend any other emergency meetings.
- 6.1.14 The supervisor must draw up monthly timetables and work schedules, and will be expected to rotate staff allocations between the bathrooms and floors accordingly.

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

6.2 SASSA shall:

- 6.2.1 Manage the contract in a professional manner.
- 6.2.2 Monitor the service provider if he/she pays the cleaners in line with the Sectorial Determination 1: Contract Cleaning Sector and take steps against the service provider if there is non-compliance.

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- 6.2.3 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 6.2.4 Not tolerate any unfair Labour practices between service provider and his/her staff) that happen during the execution of the project activities.
- 6.2.5 Provide a storage facility for equipment and materials where possible.
- 6.2.6 If necessary request the withdrawal of a staff member/cleaner if he/she poses a threat, insolent behavior or danger to SASSA employees.
- 6.2.7 Pay the service provider within the period of 30 days in line with the requirements of the PFMA upon the receipt of the valid invoice.

7. EVALUATION OF BID

7.1 The bid proposals shall be evaluated in accordance with the 80/20 preference point systems as prescribed in the Preferential Procurement Regulation of 2017. The evaluation process comprises of the following two (2) stages:

7.1.1 Stage 1

- 7.1.1.1 Phase 1: Pre-qualification Criteria
- 7.1.1.2 Phase 2: Special Conditions
- 7.1.1.3 Phase 3: Functionality Criteria
- 7.1.1.4 Phase 4: Administrative Compliance

7.1.2 Stage 2

- 7.1.2.1 Phase 1: Price and BBBEE Preference Points

STAGE 1

7.1.1.1 PHASE 1: PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT

7.1.1.1.1 As a prequalification criterion, it is required of the bidder to sub-contract a minimum of 30% of the total contract value and value of the service/s to EMEs or QSEs that are 51% owned by either or a combination of the following enterprises:

- Black people who are youth; or
- Black people who are women; or
- Black people living in rural or underdeveloped areas or townships; or
- Black People

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7.1.1.1.2 As proof of compliance to paragraph 7.1.1.1.1 above the bidder must submit proof of signed subcontracting agreement between the main bidder and the subcontractor/s.

7.1.1.1.3 Level 2 or above BBBEE certificate / sworn affidavit of the subcontractor.

7.1.1.1.4 The subcontracting agreement to be submitted with the bid document must indicate;

- Services to be sub-contracted,
- Monetary value of the services to be sub-contracted for the term of the agreement.

7.1.1.1.5 Subcontracted company (ies) must be registered on the Central Supplier Database. Proof of registration to be submitted with this bid.

Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where primary contractor subcontracts with a subsidiary this must be declared in tender documents.

It is the responsibility of the bidder to ensure that they subcontract with qualified and capable subcontractors. Main Bidders are responsible for all due diligence on their subcontractors.

NB: Failure to comply with all of the above listed pre-qualification criteria will result in disqualification of your bid.

8.1.1.2 PHASE 2 – SPECIAL CONDITIONS

Phase 2 – Special Conditions

- Certified copy of a Current or Active Contract Cleaning Association Certificate
- Certified copy of a Current or Active South African Pest Control Association (SAPCA) or Department of Environment, Forestry and Fishery (DEFF) certificate or any other relevant certificate (a certificate for pest control or a certificate for fumigation).
- Certified copy of a valid Unemployment Insurance Fund (UIF) certificate or letter of good standing or letter of intent from the Department of Labour

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- **Certified copy of a valid Compensation for Occupational Injuries and Diseases Act (COIDA) or Letter of Good Standing or letter of intent from the Department of Labour**
- **Each party in joint venture or 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 Unemployment Insurance Fund (UIF) certificate or letter of good standing or letter of intent from the Department of Labour**
 - ✓ **Certified copy of a valid Compensation for Occupational Injuries and Diseases Act (COIDA) or Letter of Good Standing or letter of intent from the Department of Labour**
 - ✓ **Certified copy of a Current or Active South African Pest Control Association (SAPCA) or Department of Environment, Forestry and Fishery (DEFF) certificate or any other relevant certificate (a certificate for pest control or a certificate for fumigation).**
- **Bidders to provide list of SABS or SANS approved chemicals to be used and equipment to be installed during project execution (Specify general cleaning chemicals and equipment as well as sanitary consumables).**
- **Letter or certificate from the bidder or manufacturer confirming that only SABS or SANS approved cleaning and sanitation equipment, material and other equipment shall be used to clean the building.**
- **Bidders must submit their bid proposals in line with the bid specification and the attached Annexures G and H. Failure to comply with this requirement shall be invalid.**
- **Price structure – the price proposals must strictly be prepared in line with the attached Price Structure Annexure G. Failure to comply with this requirement shall invalid the bid.**
- **Bidders must complete and submit the list of previous and current contracts on Annexure H.**

All certified copies must not be older than three months.

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NB: Failure to comply with all of the above listed special conditions criteria will result in disqualification of your bid.

8.1.1.4 PHASE 3: FUNCTIONALITY CRITERIA

Phase Three – Functionality Criteria	Weight
<p>Reference letter/s from previous or current clients must be submitted in order to claim points for items 1 to 5 below. The letter/s should be signed by an official at managerial level or above (rank to be specified) and must indicate contact details, project description, project value, square meters of the offices cleaned as well as the duration of the project. Bidders will be awarded points for submitting reference letter/s covering number of years of experience, capacity to clean size of the building in square meters, value of current and/or current contracts, and experience in the provisioning of gardening and fumigation services for different projects completed in the same or different periods.</p> <p>1. Experience in the provision of cleaning and sanitation services (Complete Annexure H and Return with the Bid Document),</p> <p>NB. Uncontactable references may invalidate the particular experience listed on Annexure H.</p> <p>1.1 Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 1 year - 1 (ii) Above 1 to 2 years – 2 (iii) Above 2 to 3 years – 3 (iv) Above 3 to 5 years – 4 (v) Above 5 years – 5 	15
<p>2. Capability to clean size of the building(s) as per bid requirements - Square meters of bidders' current/previous project site(s) to be assessed (Complete Annexure H and Return with Bid Document).</p> <p>Square meters of the bidders' current/past project sites shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 10999 m² = 1 (ii) 11 000 to 15 999 m² = 2 (iii) 16 000 to 25 999 m² = 3 (iv) 26 000 to 29 999 m² = 4 (v) 30 000 m² and above = 5 	15
<p>3. Value of the current and / or previous contracts</p> <ul style="list-style-type: none"> (i) 0 to R5 000 000 = 1 (ii) Above R5 000 000 to R10 000 000 = 2 (iii) Above R10 000 000 to R20 000 000 = 3 (iv) Above R20 000 000 to R30 000 000 = 4 (v) Above R30 000 000 = 5 	15

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<p>NB: Bidders to submit reference letters or award letters or contracts or copy of purchase orders.</p>	
<p>4. Experience in the provision of gardening services (complete Annexure H and Return with Bid Document) Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 2 years = 1 (ii) Above 2 to 5 years = 3 (iii) Above 5 years = 5 	5
<p>NB: Bidders to submit reference letters or award letters or contracts or copy of purchase orders.</p>	
<p>5. Experience in the provision of fumigation services (Complete Annexure H and Return with Bid Document) Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 2 years = 1 (ii) Above 2 to 5 years = 3 (iii) Above 5 years = 5 	10
<p>NB: Bidders to submit reference letters or award letters or contracts or copy of purchase orders.</p>	
<p>6. Profile of the Project Manager (attach Curriculum Vitae and certified copies of relevant qualifications of the Project Manager)</p>	
<p>6.1. Qualifications in Project Management</p> <ul style="list-style-type: none"> (i) 0 to 6 months = 1 (ii) Above 6 months to 1 year = 3 (iii) Above 1 year = 5 	5
<p>6.2. Experience (relevant experience in the cleaning services industry)</p> <ul style="list-style-type: none"> (i) 0 to 2 years = 1 (ii) Above 2 to 3 years = 2 (iii) Above 3 to 4 years = 3 (iv) Above 4 to 5 years = 4 (v) Above 5 years = 5 	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"> (i) Activities during Pre-Project Implementation Phase (ii) Activities during Project Implementation Phase (iii) Activities during Project Close-Out Phase 	5
<p>Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5</p>	

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8. Contingency Plan during project execution (measures to be implemented during industrial actions, leave and absenteeism)	5
<p>Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5</p>	
9. Training plan (for all services) :-	5
<ul style="list-style-type: none"> • Provide training strategy before and during project implementation <p>Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5</p>	
10. The main bidder to sub-contract with suppliers who are within the North West Region. Proof of business residence / Municipality account, etc. of the sub-contractor to be submitted with this bid.	15
<ul style="list-style-type: none"> (i) Outside the Region = 1 (ii) Within the Region = 5 	
<p>Site Inspection</p> <ul style="list-style-type: none"> ➤ Site inspections may be conducted 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 who are found to have misrepresented facts will be disqualified. 	

NB: Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall not be subjected to further evaluation.

7.1.1.3 PHASE 4: ADMINISTRATIVE COMPLIANCE

During this phase, bids will be reviewed to determine compliance with all standard-bidding documents and a duly authorized representative must sign such documents.

Phase Four - Administrative Compliance
<ol style="list-style-type: none"> 1. A valid Tax Compliance Status PIN for the main bidder and the sub-contractor 2. Proof of a valid registration with the Central Supplier Database for the main bidder and the sub-contractor 3. Proof of certified ID Copies for all Company Directors of the main bidder and sub-contractor 4. Submission of fully signed and completed Standard Bidding Documents (SBDs). 5. Each party in joint venture or consortium related to this project must comply with the following requirements:- <ul style="list-style-type: none"> • Registered on the Central Supplier Database • Submission of a valid Tax Compliance Status Pin • Proof of certified ID Copies for all Company Directors • Consolidated and Valid B-BBEE Status Level Verification Certificates or Sworn Affidavit signed by the Commissioner of Oaths together with their bids

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Phase Four - Administrative Compliance

All certified copies must not be older than three months. The certifying officer must sign and clearly spell out his or her name and surname

NB: Failure to meet the above criteria after the additional timeframe given to rectify the non-compliance, may invalidate your bid

1.1.2 STAGE 2: PRICE AND PREFERENCE

Phase 1: Price and Preference	100
Price	80
BBBEE Status Level of Contribution	20

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

NB: Failure to submit will be interpreted to mean that preference points for BBBEE status level of contribution are not claimed.

9 BID AWARD & CONTRACT CONDITIONS

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- 9.1 The awarded bidder shall be subjected to the security clearance process.
- 9.2 The contract / Service level Agreement (SLA) shall be concluded between SASSA and the successful service provider(s).
- 9.3 SASSA reserves the right to award the bid in whole or only partial.
- 9.4 SASSA reserves the right not to award the bid.
- 9.5 SASSA reserves the right to negotiate a bid price with the preferred bidder(s).
- 9.6 The contract period is thirty six (36) months.
- 9.7 SASSA will enter into a Contract or Service Level Agreement(s) with the successful bidder(s).
- 9.8 Bidders must comply with safety regulations at all times during operations.
- 9.9 75 % of the workforce must be recruited from local communities around the office.
- 9.10 Any misrepresentation of information will lead to disqualification
- 9.11 **General cleaning equipment required:**
 - Industrial Heavy duty carpet cleaner / vacuum cleaners (wet and dry)
 - Industrial vacuum cleaners (less noise) , one or two per Office , depending on the size of the Office
 - Disc stripping machine;
 - Mop trolley;
 - Carpet blowers for drying the carpet during the carpet cleaning exercise;
 - And all other necessary equipment
- 9.12 **Each worker (cleaner) must be provided with the following:**

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- Latex gloves;
- Broom;
- Mop trolley;
- Scrubbing brushes;
- Buckets;
- Steel wool;
- Buffing machine;
- Furniture polish;
- Multipurpose cleaner;
- Toilet cleaner;
- Disinfectant soap;
- Dusters;
- Scourers;
- Micro fiber blind cleaner;
- Dust pan with the small broom
- And all other necessary cleaning material;
- Caution signs

9.13 Meetings

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

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

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

9.15 **Disaster Management, Urgent Services & Emergencies:** In the event of flooding or any other incident, which may occur requiring cleaning and sanitation services which are not specified in this bid document, the cleaning and sanitation service must be undertaken in line with the applicable SCM Procedures as and when required.

10 PRICE

10.1 All prices charged should be inclusive of VAT. The bid proposal must clearly indicate the total price for the first year of service.

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

11 PRICE ADJUSTMENTS

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Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a once-off price adjustment on the 13th month shall be accepted based on the average CPI % and sectorial determination as issued by Statistics South Africa (STATSSA).

12. SCOPE EXPANSION AND REDUCTION OF OFFICES

There may be a reduction or expansion of scope of work during the run of the contract, necessitated by the operational requirements, for example, new offices may be added or offices from which the Region has relocated will be removed from the scope of work.

13 PROJECT CO-ORDINATION ARRANGEMENTS

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

North West Office
SASSA Master Centre Building
1st street Industrial Site
MAHIKENG.
2745

14 PROJECT PERIOD

The project will commence after signing the contract. The service provider will be expected to provide cleaning, sanitation, fumigation, gardening, disinfection / decontamination of offices and car wash services for SASSA North West Region for the period of thirty six (36) months.

15 ENQUIRIES

Technical enquiries

Bidders Initials

Name: Mr Victor Maluleke
Tel: 018 397 3302
Email address: victorma@sassa.gov.za

Bid Administration enquiries

Name: Mr Muzi Mdlalose
Tel : 018 397 3341
Email: MuziMd@sassa.gov.za

ANNEXURE A

NORTH WEST ANNEXURES

FLOOR PLANS AND SQUARE METERS FOR NORTH WEST REGION

1. REGIONAL OFFICE (MASTER CENTRE BUILDING)

Physical Address: Erf No: 1440, 1st Industrial Site

a) GROUND FLOOR (RECEPTION AREA)

Reception Area: 1x Reception Area - (10.5m²)
Boardrooms: 1x Main Boardroom Finance – (45m²)
1x Mini Boardroom (REM's Office - (52.5m²)
Security Checkroom: 1x Security Check room - (3m²)
Passages: 1x Passage leading to the Ablution Facilities – (16m²)
Ablution Facilities: 2 x Male (2 toilet closets, 2 hand wash basins, 2 Urinals – (9m²)
3 x Female (4 toilet closets, 4 hand wash basins -- (7.5m²)
1x Disability toilet (1 toilet closet, 1 hand wash basin)

EXECUTIVE SUPPORT CLUSTER

Regional Executive Manager: 1 x Office (42m²)
Store Room: 1 x Small Store Room (3.6m²)
Kitchen: 1 x Small Kitchen (5m²)
Office Coordinator 1 x Office (20m²)
Manager's Office: 1 x Manager Office (12m²)
Foyer: 1 x Executive Waiting Area (7m²)
GM Corporate/Facilities PA Office: 1 x Office (42m²)
Kitchen: 1 x Kitchen (5m²)
Fraud & Compliance: 1 x Office (13.15m²)
Strong Room: 1 x Strong Room (3.6m²)

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Passage Area:

1 x Combined Passage Area (10m²)

FINANCE BRANCH

Finance Open Plan:

1 x Open Plan (180m²)

Passage:

1 x Passage (9.8m²)

Boardroom:

1 x Boardroom (84m²)

Offices:

1x Finance Accountant (14m²)

1 x Management Accounting (14m²)

1x Manager Asset Management (14m²)

1 x Manager Financial Management (12m²)

1 x Pay Roll Unit (15m²)

1 x GM: Finance (21m²)

1 x GM: Finance Unit Co-ordinator (21m²)

1 X ICT Server Room (6.25m²)

1 x Customer care office (9m²)

1 x male Toilet, 2 x urinals and 1 x basin & 2 mirrors (6m²)

2 x Female Toilets, 2 mirrors & 2 x basins (8.75m²)

Toilets:

HCM REGISTRY

Registry:

1x HCM Registry (240m²)

OPS & DISABILITY MANAGEMENT UNIT

Registry:

1 x Stores Registry (180m²)

Ablution Facilities:

1x male toilets, 2 urinals and basin (6m²)

2 x female toilets, 1 basin (6m²)

CUSTOMER CARE OPEN PLAN AREA

Open Plan:

1 x Open Plan Office (140m²)

Offices:

1 x Entrance Office (12.25 m²)

1 x ICT Store Room (16 m²)

Ablution Facilities:

1x male toilets, 2 urinals and basin (6m²)

2 x female toilets, 1 basin (6m²)

FACILITIES & AUXILIARY SERVICES

- Facilities Open Plan:
- Offices:
- 1 x Open Plan area (250 m²)
 - 1 x Manager Office (20m²)
 - 1 x Middle Server Office (9m²)
 - 1 x Files office (7m²)
- Ablution Facilities:
- 1 x Toilet Unit & 1 x basin (1.2m²) Female
 - 1 x toilet unit, 1 x basin and 1 x urinal (6m²) Male
 - 1 x Small Kitchen (1.96 m²)
- Kitchen:
- Registry Area:
- Passage:
- Toilets:
- 1 x Registry / Filing Area (144 m²)
 - 1 x Passage leading to ablution facilities (3.6m²)
 - 1 x Female Toilet, 1 x basin (3.6 m²) Female
 - 1 x male toilet, 1 x basin, (6.25m²)
 - 1 x Cleaner's room (7m²)
- Cleaners Room:

BACK OFFICES (DMU STORES)

Store Room and Filing Area : 750m² both up and downstairs area

Total Square meters for the ground floor = 1793.51 m²

FIRST FLOOR

- Office(s):
- Office
 - Office
 - Office
 - Office
 - Office
 - Office
 - Office
 - Office
 - Office
 - Office
 - Office
- 1 x GM Corporate Office (15.75m m²)
 - 1 x Cleaners Store Room (6.6m²)
 - 1 x Manager: Communication & Marketing (14m²)
 - 1 x Senior Manager Legal Services (17.5m²)
 - 1 x Open Plan: Communication & Marketing (15.75m²)
 - 1 x SM Customer Care & Communication (14m²)
 - 1 x Manager ICT (10.5m²)
 - 1 x Fraud and Compliance Unit (20m²)
 - 1 Senior Manager: ICT (18m²)
 - 1 x Unit Co-ordinator Customer Care (16m²)
 - 1 x Manager: PMU (14m²)

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Office 1 x Senior Manager: SCM (14m²)
Office 1 x Senior Manager: OPM (14m²)
Office 1 x Manager: OPM (14m²)
Office 1 x Cost Centre Co-ordinator: Grants Admin (14m²)
Office 1 x GM: Grants (14m²)
Office 1 x Manager: DMU (14m²)
Office 1 x HCM D & T (14m²)
Office 1 x HCM Provisioning & Maintenance (14m²)
Office 1 x Open Plan: HCM (21m²)
Office 1 x Assistant Manager: HCM (17.5m²)
Office 1 x GM: Corporate Office (14m²)
Office 1 x GM Coordinator office (14m²)
Office 1 x Manager: Legal Services (20m²)
Office 1 x Unit Coordinator Legal Services (16m²)
Office 1 x Assistant Manager: SCM (16m²)

ABLUTION FACILITIES NO: 6 FIRST FLOOR

Ablution Facilities:
Kitchen:
Passage
Stairs

1x Male toilet, 1 wand wash basin, 1 Uninal (5.4m²)
4 x Female Toilets, 3 Hand wash basin) (15m²)
1 x Kitchen (3.24m²)
1 x all passages (119m²)
1 x stairs leading to 1st floor (8.4m²)

Total Square meters 1st floor = 543.64 m²

PARKING OUTSIDE (PAVING AREA)

Front Parking Area – 520m²
Back Area Parking – 1020m²

VEHICLES ALLOCATED IN REGIONAL OFFICE

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Regional Office	LDV Double Cab	6
	Single cap	3
	Multi-Purpose Vehicle (Caddy's)	2
	Sedans	12
Total		23

2. NGAKA MODIRI MOLEMA DISTRICT

FLOOR PLANS AND SQUARE METERS FOR NGAKA MODIRI MOLEMA DISTRICT

2.1 NGAKA MODIRI MOLEMA (CENTRAL) DISTRICT OFFICE

Physical addresses: SASSA House District office, 1st Street Industrial Site Albany Building

Offices: 9x Offices

Open plan: 1x Open plan

Kitchen: 2x Kitchen

Ablution Facilities: 1x Male (3 toilet, 1 urinal and 2 hand wash basin)

1x Female (2 toilets, 1 hand wash basin)

1x Disability (1 Toilet, 1 hand wash)

Strong Room: 1x Strong Room

Passages: 4x Passages

Reception Area: 1x Reception Area

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Parking Area:	1x Back yard parking area that can accommodate about 24 vehicles
Registry:	1x Registry
Guard house:	1x Security guard house (4 square meters)
Boardroom:	1x Boardroom
Store Room:	4x Store Rooms

Total Square meters for the Ngaka Modiri Molema District = 600 m²

2.2 MAFIKENG LOCAL OFFICE

Physical addresses: SASSA House Mafikeng Local office
1st street Industrial site. Mafikeng

MAINBUILDING

Offices:	11 x offices 1 boardroom
Open plan:	2 x Open plans
Kitchen:	1x Kitchen
Ablution Facilities:	1x Male staff (3 water closets, 2 hand wash basin) 1x Female staff (2 water closets, 1 hand wash basin)
Storeroom:	1x Storeroom –chemical room
Passages:	2x Passages
Server room:	1 x Server room

Bidders Initials

Reception Area: 1x Reception Area (112 square meters)

MAFIKENG building (Customer care- Regional office)

Offices: 1 x office

Open plan: 1x open plan

Kitchen: 1x kitchen

MAFIKENG building (Communications Unit - Regional office)

Offices: 6 x offices

Ablution Facilities: (Public) 1x Male (2 water closets, 1 hand wash basin, 1 urinal)

(Staff) 1x Female (2 water closets, 1 hand wash basin)

1x Male (1 water closets, 1 hand wash basin)

1x Female (1 water closets, 1 hand wash basin)

Records Room: 1x Records room

Passages: 1x Passage

Parking Area: 1x parking area that can accommodate 21 vehicles

Guard house 1x Security guard house (4 square meters)

Total Square meters for Mafikeng Local Office = 2217 m²

2.3 LICHTENBURG/DITSOBOTLA LOCAL OFFICE

Physical addresses:	Burger Street No. 20, Lichtenburg
Offices:	4 x offices
Security room:	1 x guard room
Assessment room:	1 x Assessment room
Registry:	1 x MIS registry
Ablution Facilities:	1 x Male (2 x water closet, 1x urinal, 2 x hand wash basin) 1 x Female (2 x water closet, 2 x hand wash basin)
Public toilets:	1 x Male (2 x water closet, 1x urinal, 1 x hand wash basin) 1 x Female (2 x water closet, 1 x hand wash basin)
Storeroom:	1 x Storeroom
Boardroom:	1 x boardroom
Reception area	1 x reception area
Network room:	1 x room
Open Plan area	1 x Open area
Kitchen:	1 x Kitchen
Waiting area:	1 x Waiting area
Store:	1 x cleaning material
Passage:	1
Outside Security Room:	1 x Outside Security Room
Parking Area:	1 x Parking Area that can accommodate 04 vehicles

Total Square meters for Lichtenburg / Ditsobotla Local Office = 685 m²

2.4 TSWAING LOCAL OFFICE

Physical addresses: SASSA Building 11 Duplessis Street Delareyville

Offices: 10 x Offices

Kitchen: 1 x Kitchen

Ablution Facilities: 1 x Male (1 water closet, 2 hand wash basin)

1 x Female (1 water closet, 2 hand wash basin)

Ablution Facilities: (Public) 1 x Male (1 water closet, 1 urinal, 1 hand wash basin)

2 x Female (1 water closet, 1 hand wash basin)

1 x Disability toilet (1 closet, 1 hand wash basin)

Waiting Room: 1 x Waiting Room

Boardroom: 1 x Board room

Passage: 1 x Passage

Strong Room: 1 x Strong Room

Registry Room: 1 x Registry Room

Storeroom: 1 x Storeroom

Server Room: 1 x server room

Filing Room: 1 x Filing Room

Tiled area: 441.59 square meters

Bidders Initials

Outside Security Room: 1 x Outside Security Room
Parking Area: 1 x Parking Area that can accommodate 20 vehicles

Total Square meters for Tswaing Local Office = 800 m²

2.5 RATLOU LOCAL OFFICE

Physical address: Ratlou Local Municipality, Thusong Centre
Offices: 4x Offices
Kitchen: 1x Kitchen
Open plan: 1x Open Plan
Ablution Facilities: 1x Male (2Toilets, water closet, 4 hand wash basin, 3 urinal system)
1x Female (4 Toilets, water closet, 4 hand wash basin)
Waiting Area: 1x Waiting Area
Boardroom: 1x Board room
Passage: 1x Passage
Server Room: 1x server room
Outside Security Room: 1x Outside Security Room
Parking Area: 1x Parking Area that can accommodate 8 Vehicles
Gardening services: 1x yard
Chemical room/store room: 1x chemical room

Total Square meters for Ratlou Local Office = 300 m²

Bidders Initials

2.6 TSHIDLAMOLOMO OFFICE

Physical address: Old Clinic Building, SASSA office

Offices: 1x Offices

Kitchen: 1x Kitchen

Ablution Facilities: 1x Male (1 Toilet, water closet, 1 hand wash basin)
1x Female (1 Toilet, water closet, 1 hand wash basin)

Ablution Facilities: (Public) 1x Male (1 Toilet, 1 water closet, 1 urinal, 1 hand wash basin)
1x Female (1 Toilet, 1 water closet, 1 hand wash basin)
1x Disability toilet (1 closet, 1 hand wash basin)

Waiting Area: 1x Waiting Area

Open plan: 1x Open Plan

Storeroom: 1x Storeroom

Server Room: 1x server room

Outside Security Room: 1x Outside Security Room

Parking Area: 1x Parking Area that can accommodate 4 Vehicles

Total Square meters for Tshidlamolomo Office = 110 m²

2.7 ITSOSENG LOCAL OFFICE

Physical addresses: Stand no: 2393(489), Zone 1, Itsoseeng, 2744

Porta-Camp: 2 x Open plan Port-a-camp (72 square meters)

Bidders Initials

- Kitchen
 - 4 x Office Port-a-camp
 - 1 x Kitchen unit (14.4 square meters)
- Ablution Facilities:
 - 1 x Female (3 water closet, 2 hand wash basin)
 - 1 x Male (4 water closets, 2 (hand wash basin)
 - 1 x Female public (2 water closets, 2 handwash basin)
 - 1 x Male public (2 water closets, 2 hand wash basin)
 - 2 x Single disability water closets, 1 hand wash basin)
- Waiting area:
 - 1 x Waiting area
- Outside Security Room:
 - 1 x Outside Security Room
- Parking Area:
 - 1x Parking Area that can accommodate 4 Vehicles

Total Square meters for Itsoeseng Local Office =141 m²

2.8 RAMOTSHERE MOILWA LOCAL OFFICE

- Physical addresses:
 - 21 Church Street Zeerust, 2865
- GROUND FLOOR**
- Offices:
 - 2 x Offices
- Waiting area:
 - 1 x waiting area
- Kitchen:
 - 2 x Kitchens
- Ablution Facilities:
 - 1 x Male toilets (1 water closet, 2 hand wash basin)
 - 1 x Female (2 water closets, 2 hand wash basin)

Bidders Initials

- 1 x Female public 1 water closet, 1hand wash basin)
- 1 x Male public (1 water closet, 1 hand wash basin)
- 1 x Female (3 water closets, 1 hand wash basin)
- 1 x Passage – entry to public toilets

Outside Security Room: 1 x Outside Security Room

Store: 1 x cleaning material

Reception area 1 x reception area

FIRST FLOOR

Offices: 13 x Offices

Boardroom: 1 x Boardroom

Kitchens: 2 x Kitchens

Ablution Facilities: 1 x Male (3 water closet toilet, 2 uninal, 1 hand wash basin)

Server Room: 1 x Server Room

Strong room 3 x Strong room

Parking bays 4 x parking bays that can accommodate 12 vehicles

Passage: 2x Passage

Total Square meters for Ramotshere Moiloa Local Office =765.9 m²

2.9 OTTOSDAL LOCAL OFFICE (PORTER CAMP OFFICE)

Physical addresses 450 Kameel Street, Letsopa Location. Ottosdal.

Offices: 1 x Porter camp (with 4 offices)

Ablution Facilities: 2 x Male (1 x water closet, 1 x urinal, 1 x hand wash basin)
 2 x Female (1 x water closet, 1 x hand wash basin)
 1 x Disability (1x water closet, 1 x hand washing basin)

Outside Security Room: 1 x Outside Security Room

Waiting area: 1 x Waiting area

Total Square meters for Ottosdal Service Point = 36m²

2.10 COLIGNY OFFICE (PORTER CAMP OFFICE)

Physical addresses 70 Mark Street. Coligny

Offices: 2 x Porter camp (open space)

Ablution Facilities: 2 x Male (1 x water closet, 1 x urinal, 1 x hand wash basin)
 2 x Female (1 x water closet, 1 x hand wash basin)
 1 x Disability (1x water closet, 1 x hand washing basin)

Outside Security Room: 1 x Outside Security Room

Waiting area: 1 x Waiting area

Total Square meters for Coligny Service Point = 72 m²

2.11 RAMATLABAMA OFFICE (PORTER CAMP OFFICE)

Physical addresses Ramatlabama Six Hundred, Next to the Tribal Authority

Offices: 3x Porter camp (with 4 offices and 1x kitchen)

Ablution Facilities: 2x Male (1x water closet, 1x uninal, 1x hand wash basin)
2x Female (1x water closet, 1x hand wash basin)

Outside security room: 1x outside security room

Parking area: parking area accommodate 5 vehicles

Total Square meters for Ramatlabama Service Point = 108 m²

2.13 GROOT MARICO OFFICE

Physical addresses Groot Marico SASSA office, Municipal Hall

Offices: 1x Hall
1x Office
1x Kitchen

Ablution Facilities: 1 x Male
1 x Female

NB. The office visits Groot Marico twice in a month and as such, cleaning is required only during the visitation, thus twice a month.

Total Square meters for Groot Marico = 594 m²

VEHICLES LOCATED IN NGAKA MODIRI MOLEMA DISTRICT

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
NMM District office	LDV Double Cab	28
	Single cap	01
	Multi-Purpose Vehicle (Caddy's)	01
	Sedans	09
	Mobile units	02
Total		41

3. BOJANALA DISTRICT OFFICES

FLOOR PLANS AND SQUARE METERS FOR BOJANALA DISTRICT

3.1 BOJANALA DISTRICT OFFICE

Physical addresses: 17 Kgwebo Avenue (Commercial Road)
Mabe Business Park, Rustenburg

GROUND FLOOR

Offices: 3 x Offices
Ablution Facilities: 1 x Male (2 toilet closet, 2 hand wash basin, 2 urinals)
Server Room: 1 x Server Room
Entrance: 1 x Entrance Area

Bidders Initials

Stairs: 1 x Stairs
Parking: 1 x Parking area that can accommodate 4 vehicles
Waiting Area: 1 x Waiting area
Strong room: 1 x Strong room
Carpeted area: 82 square meters
Reception area: 10 square meters

FIRST FLOOR

Offices: 4 x Offices
Kitchen: 1 x Kitchen
Open Space: 1 x Open Space
Ablution Facilities: 1 x Male (1 toilet closet, 1 hand wash basin, 1 urinal)
1 x Female (1 toilet closet, hand wash basin)
Passage: 2 x Passages
Boardroom: 1 x Boardroom
Carpeted area: 117 square meters

Total Square meters for Bojanala District Office =547 m²

3.2 RUSTENBURG LOCAL OFFICE

Physical addresses: 18 Hystek Street, Rustenburg, 0300

GROUND FLOOR

Offices: 1 x Doctor's room
Ablution Facilities: 1 x Male toilet (3 toilet closet, 2 hand wash basin, 4 urinals)
1 x Female toilet (5 toilet closet, 2 hand wash basin)
1 x paraplegic toilet (1 toilet closet, hand wash basin)
Stairs: 1 x Stairs

Bidders Initials

FIRST FLOOR

- Offices: 6 x Offices
 - Passages : 2 x Passages
 - Kitchen: 1 x Kitchen
 - Canteen: 1 x Canteen
 - Ablution Facilities: 1 x Female (2 toilet closet, 1 hand wash basin)
1 x Male (1 toilet closet, 1 hand wash basin, 2 urinal)
1 x toilet (1 toilet closet, 1 hand wash basin)
 - Disable: 1 x Boardroom
 - Boardroom: 1 x Store room
 - Store room: 1 x Store room
 - Server room: 1 x server room
- EXTERIOR PARKING**
- Guard house 1 x Security guard house (4 square meters)
 - Exterior parking: 15 x parking that accommodate 15 vehicles

Total Square meters for Rustenburg Local Office =607,95m²

3.3 KGETLENG LOCAL OFFICE

- Physical addresses: 6 Steyn Street, Koster 0348
- Offices: 9 x offices
- Open plan area: 1 x Open plan
- Assessment area: 1 x Assessment area
- Kitchen: 1 x Kitchen
- Ablution Facilities: (staff): 2 x Male (2 toilet closet, 1 urinal, 2 hand wash basin)
3 x Female (3 toilet closet, 2 hand wash basin)
1 x Paraplegic toilet (1 toilet closet, 1 hand wash basin)
- Ablution Facilities: (Public): 1 x Male (1 x toilet closet, 1 x hand wash basin)
1 x Female (1 toilet closet, 1 hand wash basin)
- Boardroom: 1 x Boardroom

Bidders Initials

Registry Room: 1 x Registry Room
Waiting area: 1 x waiting area
Strong room: 1 x Strong room
Kitchen: 1 x kitchen
Store Room: 3 x Store Room
Basement: 1 x Basement
Server room: 1 x server room
Passages: 3 x Passages
Doctor's room: 1 x doctor's room
Exterior parking: 1 x Parking that accommodate 5 vehicles
Guard house 1 x Security guard house (4 square meters)

Total Square meters for Kgetleng Local Office =1200 m²

3.4 MADIKWE LOCAL OFFICE

Physical addresses: Stand No1, Ditlou Street, Madikwe, 2840

Offices: 11 x Offices
Reception Area: 1 x Reception Area (10 square meters)
Doctor's room: 1 x doctor's room
Kitchen: 1 x Kitchen
Strong room: 1 x strong room
Store room: 1 x store room
Ablution Facilities: (Staff) 1 x Male (1 toilet closet, 1 urinals, 1 hand wash basin)
2 x Female (2 toilet closet, 1 hand wash basin)
Ablution Facilities: (Public) 4 x male toilets (outside)
4 x female toilets (outside)
Waiting area: 1 x waiting area
Passages: 3 x Passages

EXTERIOR
Guard house 1 x Security guard house (4 square meters)

Total Square meters for Madikwe Local Office =350 m²
Gardening Square meters for Madikwe Local Office =550 m²

3.5 MADIBENG LOCAL OFFICE

Physical addresses: 11 Tom Street, Brits, 0250

GROUND FLOOR

Offices:

6 x Offices

Server Room:

1 x Server

Reception Area:

1 x Reception Area

Doctor's room:

1 x doctor's room

Open Plan area:

1x Open area

Ablution Facilities: (Public)

1 x Male toilet (1 toilet closet, 2 urinal, 1 hand wash basin

2 x Female toilet (2 toilet closet, 1 hand wash basin)

1 x Paraplegic toilet (1 toilet closet, 1 hand wash basin)

1x Male toilet (1 toilet closet, 1 hand wash basin)

2 x Female toilet (2 toilet closet, 1 hand wash basin.

Kitchen

1 x Kitchen

Stairs

1x Stairs

Storeroom

1 x Storeroom

FIRST FLOOR

Offices:

1 x offices

Stairs:

1 x stairs

Boardroom:

1 x Boardroom

Parking Area:

1 x Parking that can accommodate 12 vehicles

EXTERIOR

Bidders Initials

Guard House: 1 x Guard House

Total Square meters for Madibeng Local Office = 1500 m²

3.6 MORETELE LOCAL OFFICE

Physical addresses: 4065 B Mathibestad

Offices:
Open area:
Kitchen:
Ablution Facilities: Staff
Ablution Facilities: Public
Doctor's room:
Server room:
Kitchen :
Strong room:
Parking Bays:
Guard house

3 x Offices
2 x Open plans
1 x Kitchen
4 x Male (4 toilet closet, 1 hand wash basin, 1 Urinal)
1 x Disability (1 toilet closet, 1 hand wash basin)
4 x Female (1 toilet closet, 1 hand wash basin)
1 x Public (1 toilet closet, 1 hand wash basin)
1 x doctor's room
1 x server room
1 x kitchen
1 x strong room
4 x Parking Bays
1 x Security guard house (4 square meters)

Total Square meters for Moretele Local Office = 350 m²
Gardening Square meters for Moretele Local Office = 990 m²

3.7 CYFERSKUIL LOCAL OFFICE

Physical addresses: Stand No. 506, Moreroa Street, Cyferskuil

Assessment room:
Open Plan area
Kitchen:

1 x Assessment room
1 x Open area
1 x Kitchen

Bidders Initials

Ablution Facilities: 1 x Male (2 toilet closet, 2 x hand wash basin)
1 x Female (3 x toilet closet, 2 hand wash basin)
Waiting Area: 1 x Reception area
Storeroom: 1 x Storeroom
Boardroom: 1 x Boardroom

Total Square meters for Cyferskuil Local Office =132 m²
Gardening Square meters for Cyferskuil Local Office =2 507 m²

3.8 SWARTRUGGENS SERVICE POINT

Physical addresses: Erasmus Street, Thusong service Centre (Next to SAPS) Swarttruggens

Offices: 1 x Offices
Waiting area: 1 x waiting area
Passage: 2 x Passages
Server room: 1 x server room
Kitchen: 1 x kitchen
Reception area: 1 x reception area
Ablution Facilities: 1 x toilet (1 toilet closet, 1 hand wash basin, 1 x baby changer)
Total Square meters for Swarttruggens Local Office =127 m²

3.9 HEBRON SERVICE POINT

Physical addresses: Stand 380 Moitseng Section Hebron

Offices: 3 porter camps (1 x 4 offices)
Waiting area: 1 x waiting area
Ablution Facilities: 2 x Male (1 toilet closet, 1 urinal, 1 hand wash basin)
2 x Female (1 toilet closet, 1 urinal, 1 hand wash basin)

Total Square meters for Hebron Local Office = 82 m²
Gardening Square meters for Hebron Local Office = 40m²

3.10 MABESKRAAL LOCAL OFFICE

Physical addresses: 20055 Kgosing Section Mabeskraal

Offices:

3 x Offices

Doctor's room:

1 x Doctor's room

Doctor's waiting passage:

1 x waiting passage.

Server Room:

1 x Server room

Verandah

1 x Verandah and stoep

Storeroom:

1 x Storeroom

Open/Waiting Plan area

1 x Open area

Kitchen:

1 x Kitchen

Staff Ablution Facilities:

1 x Male (2 toilet closet, 2 hand wash basin)

1 x Female (2 toilet closet, 2 hand wash basin)

1 x male (2 toilet closet, 2 hand wash basin)

1 x female (2 toilet closet, 2 hand wash basin)

1 x male (1 toilet closet, 1 hand wash basin)

1 x female (1 toilet closet, 1 hand wash basin)

Public Ablution Facilities:

Guard house

1 x Security guard house (4 square metres)

Total Square meters for Mabeskraal Local Office = 270 m²
Gardening Square meters for Mabeskraal Local Office = 1398 m²

3.11 MABOLOKA SERVICE POINT

Physical addresses:

Stand no 569 Lethabong Sec Maboloka Village

Bidders Initials

Offices: 3 porter camps (1 x 4 offices)
Kitchen: 1 x Kitchen
Waiting area: 1 x waiting area
Ablution Facilities: 1x Male (1 toilet closet, 1 urinal, 1 hand wash basin)
1x Female (1 toilet closet, 1 hand wash basin)
1x Public (1 toilet closet, 1 hand wash basin)
1x Disability (1 toilet closet, 1 hand wash basin)
Porter camp toilet: Male (2 toilet closet, 1 urinal and 1 hand wash basin)
Female (4 toilet closet and 2 hand wash basin)

Total Square meters for Maboloka Local Office = 85m²

3.12 MOGWASE LOCAL OFFICE

Physical Address: Stand no: 2363 Shop no: 7 Mogwase shopping complex

Offices: 5 offices
Doctor's room: 1 x doctor's room
Storeroom: 1 x Storeroom
Sever room: 1 x Server room
Boardroom: 1 x boardroom
Reception area: 1 x reception area
Kitchen: 1 x Kitchen
Waiting area: 1 x waiting areas
Passage: 1 passage
Server room: 1 x server room
Staff Ablution Facilities: 1 x Male (1 x toilet closet, 1 x hand wash basin)
1 x Female (2 x toilet closet, 1 x hand wash basin)
Public Ablution Facilities: 1 x Male (2 x toilet closet, 2 x urinal, 2 x hand wash basin)
1 x Female (3 x toilet closet, 2 x hand wash basin)
Disability Ablution Facilities: 1 x Male (1 x toilet closet)
1 x Female (1 x toilet closet)
Vehicles: 3 Vehicles

Bidders Initials

Guard room: 1 x guard room (4 square meters)

Total Square meters for Mogwase Local Office = 669 m²
Gardening Square meters for Mogwase Local Office = 20 m²

3.13 KANANA LOCAL OFFICE

Physical Address: Old clinic site SASSA Office, Kanana Rustenburg

Offices:
Waiting area: 1 offices size (12 x 6 = 72 m²)
Passage: 1 x waiting area (6 x 8 = 48 m²)
Ablution Facilities: 1 x passage
3 x Male (1 x toilet closet, 1 x hand wash basin, 1 x urinal)
3 x Female (2 x toilet closet, 1 x hand wash basin)

Total Square meters for Kanana Local Office = 134 m²
Gardening Square meters for Kanana Local Office = 400m²

3.14 DWARBERG SERVICE POINT

Physical addresses: Site No. 101206, Farm Vogelstruisdraai 26 KP
Offices: 3 porter camps
Kitchen: 1 x Kitchen
Waiting are: 1 x waiting area
Ablution Facilities: 1 x Male (1 toilet closet, 2 urinal, 1 hand wash basin)
2 x Female (2 toilet closet, 1 hand wash basin)
Disability Ablution Facilities: 1 x Male (1 x toilet closet, 1 hand wash basin)
1 x Female (1 x toilet closet, 1 hand wash basin)
Porter camp toilet: Male (3 toilet closet, 1 urinal and 1 hand wash basin)
Female (3 seat and 2 hand wash basin)

Bidders Initials

Total Square meters for Dwarsberg Service Point = 144 m²
Gardening Square meters for Dwarsberg Service Point = 400m²

VEHICLES LOCATED IN BOJANALA DISTRICT

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Bojanala District	LDV Double Cab	26
	Single cap	0
	Multi-Purpose Vehicle (Caddy's)	01
	Sedans	09
	Mobile unit	01
Total		37

4. DR RUTH SEGOMOTSI MOMPATI DISTRICT

FLOOR PLANS AND SQUARE METERS FOR DR RUTH SEGOMOTSI MOMPATI DISTRICT

4.1 DR RUTH MOMPATI DISTRICT OFFICE

Physical address: 128 Vry Street Vryburg 8601

Offices:

Open Plan:

Kitchen:

Ablution Facilities:

Training Room:

Boardroom:

- 2x Offices
- 2x Open Plans
- 2x Kitchen
- 3x Male toilets (4 urinary, 2 hands wash basins, 4 toilet closet)
- 3x Female toilets (5 toilet closet, 5 hand wash basins)
- (1x Public toilet 2 toilet closet, 2 basins)
- 1x Training Room
- 1x Boardroom

Bidders Initials

Passages: 1x Passages
Parking Area: 1x Parking Area that can accommodate about 13 vehicles
Store room: 3 x Store room
Guard house: 1x Security guard house (4 square meters)
Reception Area: 1x Reception Area 32 square meters
Paving: 682 sqm

Total Square meters for Dr Ruth Mompoti = 721 m²

4.2 NALEDI LOCAL OFFICE

Physical address: 128 Vry Street Vryburg 8601

Offices: 6 x Offices
Open Plan: 1 x DG room WITH WAITING AREA
Kitchen: 1 x Open Plan Area
Ablution Facilities: 1x Kitchen
2x Male toilets (4 toilet closet 2 hand wash basins, 2 urinary)
2x Female (2 toilet closet 2 hand wash basins)
2x Public toilets (3 toilet closet, 2 basin)
Storeroom: 1x Storeroom
Parking Area: 1x Parking Area that can accommodate about 8 vehicles
Server room: 1 x Server room
Paving: 150sqm

Total Square meters for Naledi Local Office = 601 m²

4.3 KAGISANO LOCAL OFFICE

Physical Address: Shop No.1, Makwati Centre
Offices: 4x Offices INCLUSIVE OF REGISTRY
Open Plan: 2x Open Plan Area
Kitchen: 1x Kitchen
Ablution Facilities: 2 x Male toilets (2 toilet closet, 1 hand wash basins, 1 urinary)
4 x Female (1 toilet closet, 1 hand wash basins)

Bidders Initials

Storeroom: 4x Public toilets (4 toilet closet, 1 basin, 1 x urinal)
1x Storeroom
Parking Area: 1x Parking Area that can accommodate about 16 vehicles
Server room: 1 x Server room
Doctor's room: 1 x Doctor's room
Verhanda Outside 40 sqm

Total Square meters for Kagisano Local Office =600 m²

4.4 LEKWA TEEMANE LOCAL OFFICE

Physical Address: 71 Prince Street, Bloemhof

Ground floor

Offices: 2 x Offices
1 x DG assessment room
1 x Server room
Staff Ablution Facilities: 1 x Male (2 toilet closet, 2 hand wash basin, 2 urinary)
1 x Female (2 toilet closet, 2 hand wash basin)
Disability Ablution Facilities: 1 x Male (1 toilet closet, 1 hand wash basin)
1 x Female (1 toilet closet, 1 hand wash basin)
Public Ablution Facilities: 1 x Male (1 toilet closet, 1 hand wash basin, 1 urinary)
1 x Female (1 toilet closet, 1 hand wash basin)
3 x Passages
Waiting area: 1x waiting area
Parking Area: 1 Parking Area for 4 vehicles
outside veranda
Guard room: 1 x guard container.
Stairs 1 x stairs outside
Open parking
First floor
Offices: 4 x Offices

Bidders Initials

- Staff Ablution Facilities: 1 x Male (1 toilet closet, 1 hand wash basin, 1 urinary)
1 x Female (2 toilet closet, 1 hand wash basin)
3 x Passages
1 x Board room
1 x Kitchen
Store/filling room: 1 x store/filling room
Stairs 1 x stairs inside

Total Square meters for Lekwa Teemane Local Office = 690 m²

4.5 MAMUSA LOCAL OFFICE

Address: Building no. 3 Cnr of Swarts and Schweizer Street Schweizer-Reneke 2780

- Offices: 10 x Offices
Waiting area: 1x waiting area
1x service Area
Ablution Facilities: (Staff): 2x Male toilets (2 urinary, 2 toilet closet, 2 handwash basin)
2x Female toilets (4 toilet closet, 2 hand wash basin)
Ablution Facilities: (Public): 1x Male toilets (1 urinary, 1 hand wash basin, 1 toilet closet)
1x Female toilets (2 hand wash basin, 3 toilet closet)
1 x Disability toilet (1 toilet closet,)
1x Boardroom
1x Assessment room
Store room: 3x Store rooms
Kitchen: 1x Kitchen
Dining area: 1x Dinning area
Carpeted area: 206 square meters
Server Room: 1x Server room
Parking area: 2x parking area to accommodate 10 vehicles

- EXTERIOR**
Paving 520 m² Front paving area
Guard house 1x Security guard house (4 square meters)

Total Square meters for Mamusa Local Office =1000 m²

4.6 TAUNG LOCAL OFFICE

Address: KFC Road, Taung

Offices:
Open plan
Kitchen:
Ablution Facilities:
Ablution Facilities: (Public):
Waiting Area:
Guard Room
Board room:
Store room:
Carpeted area:
Server room:
Parking Area:
Passages:
Gardening services

3x Offices
1x Open plan
1x Kitchen
1x Male toilet (1 toilet closet, 1 hand wash basin)
2x Female toilets (2 toilet closet, 2 hand wash basin)
3x Public toilets (1 urinary, 3 toilet closet, 2 hand wash basin)
1x Disability toilet (1 toilet closet, 1 hand wash basin)
1x Waiting Area
1x ASSEMENT ROOM
1x Guardroom
1x Board room
1x Store room
514 square meters
1x Server room
1x Front Parking
1x Passage
Paved

Total Square meters for Taung Local Office = 1200 m²

4.7 MOROKWENG LOCAL OFFICE

Address: Morokweng Victor Tong Service point

Offices:
Waiting area:
Passage:

3 x Offices
1x Doctors room
1x Store room
2 x waiting area
2 x Passages

Bidders Initials

Ablution Facilities: Public

- 1 x Male (4 toilet closet, 4 urinary, 4 hand wash basin)
- 1x Female (6 toilet closet, 4 hand wash basin)
- Staff- 1 male (1 1 toilet closet- 2 wash basins)
- 1 Female (1 1 toilet closet- 2 wash basins)
- 1 Parking bay that's accommodate eight vehicles

Total Square meters for Morokweng Local Office = 218^{m2}

4.8 SEKHING LOCAL OFFICE

Address: 597 Kgomotso Road Sekhing

Port-a-camp:

- 4 x Port-a-camp
- (2 x Open plan area)
- (2 x Offices)

Ablution Facilities:

- 3 x Male (3 toilet closet, 3 hand wash basin)
- 3 x Female (3 hand wash basin, 3 toilet closet)
- 1x disability toilet

Shelter for customer's

- 1 x Shelter

Parking

- 8 x parking bays

Guard house

- 1 x Security guard house (4 square meters)

Total Square meters for Parkhomes in Sekhing Local Office = 218^{m2}

4.9 CHRISTIANA LOCAL OFFICE

Address:

520/521 Itsoseng & Tseakgopoi street, Utlwanang Christiana

Offices:

- 1 x office

Assessment room:

- 1 x assessment room

Waiting Area:

- 1x Waiting Area

Kitchen:

- 1 x kitchen

Server room:

- 1 x server room

Bidders Initials

Back office: 1 x back office (Admin)
Staff ablation Facilities: 1x Male (1 basin, 1 toilet closet)
1x Female (1 basin, 1 toilet closet)
Public ablation Facilities: 1x Male (1 basin, 1 toilet closet)
1x Female (1 basin, 1 toilet closet)
1x DG toilet (1 Basin and 1 closet)
Guard house

Total Square meters for Christiana Local Office = 209m²

4.10 DRYHARTS LOCAL OFFICE

Address: Next to Dryharts clinic

Office: 1 x office

Assessment room: 1 x assessment room

Kitchen: 1 x kitchen

Store room: 1 x store room

Store room cleaning chemicals: 1 x store room cleaning chemicals

Waiting Area: 1x Waiting Area

Staff Ablution Facilities: 1 x Male (1 toilet closet, 1 x hand wash, 1 x urinal)
1x Female (1 toilet closet, 1 x hand wash)
1 x Male (1 toilet closet, 1 x hand wash)
1x Female (1 toilet closet, 1 x hand wash)

Public Ablution Facilities: 1x Disability toilets (1 toilet closet, 1 x hand wash)
Security Ablution Facilities: 1 x toilet (1 water closet, 1 x hand wash)
Veranda: 1 x veranda and "stoep"

Parking area: 10 x sheltered and paved areas

Guard house: 1 x guards house

Total Square meters for Dryharts Local Office =450m²

4.11 SHALENG SERVICE POINT

Physical addresses: Stand 212E tribal hall, Shaleng

Assessment room: 1 x Assessment room
Ablution Facilities: 1 x Male (2 x hole toilets)
1 x Female (3 x hole toilets)
1 x disability

Open Plan area 1 x Open area

Total Square meters for Shaleng Local Office = 112 m²

4.12 MANTHE SERVICE POINT

Physical addresses: 10133 NWDC Building Manthe

Offices: 2x offices
Assessment room: 1 x assessment room
Ablution Facilities: 1 x Male (2 x toilet closet, 1x urinal, 1 x hand wash Basin, 1 x Disable toilet)
1 x Female (2 x toilet closet, 1 x hand wash basin, 1 x Disable toilet)
Open Plan area 1 x Open area
Kitchen: 1x Kitchen
Parking: paved parking for 3 Cars
Guard room: 1 x guard room 4m²

Total Square meters for Manthe Local Office = 144 m²

4.13 TLAKGAMENG SERVICE POINT

Physical address- Tlakgameng Thusong centre

Offices- 3 x offices

Waiting AREA 1 x waiting area

Ablution Facilities

1 x Male (2 toilet closet, 1 x basin, 2 x urinals, 1 x Disability)

1 x Female (2 toilet closet, 2 x basin, 2 x urinals, 1 x Disability)

1x Store Room

Paved for 2 vehicle parking

Total Square meters for Tlakgameng service point = 450 m²

4.14 TSEUGE SERVICE POINT

Physical address: Agriculture Building, Tseoge

Offices: 2 x Offices

Kitchen: 1 x Kitchen

Waiting area: 1 x waiting area

Passage: 1 x Passage

Ablution Facilities: Staff 1 x Male/Female (1 x toilet closet), 1 x basin (1 hand wash basin)

Ablution Facilities: (Public): 1x Male/Female (1 x toilet closet, (1 x hand wash basin)

Disability (1 x toilet closet, (1 x hand wash basin)

Total Square meters for Tseoge service point =95 m²

4.15 TOSCA SERVICE POINT

Physical address: Main Road, Tosca

Offices: 1 x Offices

Waiting/open: 1 x waiting/open

Ablution Facilities: (Public):

- 1 x Male (1 x toilet closet, 1 x hand wash basin)
- 1 x Female (1 x toilet closet, 1 x hand wash basin)
- 1 x Disability (1 x toilet closet, 1 x hand wash basin)

Total Square meters for Tosca service point =45 m²

4.16 BRAY SERVICE POINT

Physical address: Bray Bakery, Bray village

Working area: 1 x working area

Reception: 1 x reception

Ablution Facilities:

- 1 x Male (2 x toilet closet, 1 x hand wash basin)
- 1 x Female (2 x toilet closet, 1 x hand wash basin)

Total Square meters for Bray service point = 33 m²

4.17 KGOKGOJANE SERVICE POINT

Physical address: Thusong center
Kgokgojane village

Offices: 1 x Offices

Doctor's room 1 x doctor's room

Ablution Facilities: (Public):

- 1 x Male (1 x toilet closet, 1 x hand wash basin)

Bidders Initials

- 1 x Female (1 x toilet closet, 1 x hand wash basin)
- 1 x Disability (1 x toilet closet, 1 x hand wash basin)

Total Square meters for Kgokojane service point =45 m²

VEHICLES LOCATED IN DR RUTH SEGOMOTSI MOMPATI

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
DR RSM District	LDV Double Cab	26
	Single cap	0
	Multi-Purpose Vehicle (Caddy's)	01
	Sedans	09
	Mobile unit	01
Total		37

DR KENNETH KAUNDA DISTRICT

FLOOR PLANS AND SQUARE METERS FOR DR KENNETH KAUNDA DISTRICT

5.1DR KENNETH KAUNDA DISTRICT OFFICE & MATLOSANA LOCAL OFFICE

Physical address: No. 57 Corner Emily Hobhouse and Boom Street, Klerksdorp 2570

GROUND FLOOR

- Offices:
Foyer:
Outside room:
Ablution Facilities:
- 1x Doctor Assessment room
 - 1x Foyer
 - 1x Outside room
 - 1x Disable toilet (1 toilet closet, 1 hand wash basin)
 - 1 x Male (2 toilet closets, 1 hand wash basin)

Bidders Initials

Ablution Facilities: (Public):
Open plan area:
Stairs
Lifts:
Parking Area:
Carpeted area:
Tiled area:

1 x Female (2 toilet closets, 1 hand wash basin)
6 x Toilets outside the building
2 x open plan waiting area
1x Flights of stairs
2 x Lifts
1x Paved Parking Area that can accommodate 54 vehicles – 992 square meters
178 m²
322 m²

FIRST FLOOR

Offices:
Board room:
Open Plan area
Stairs
Lifts:
Kitchen:
Passages:
Ablution Facilities:
Carpeted area:
Tiled area:

2x Offices
1 x board room
2 x Open plan area
1 x Flight of stairs
2 x Lifts
1x Kitchen
1 x Passage
1x Female (2 water closets, 1 hand wash basin)
122 square meters
378 m²

SECOND FLOOR

Offices:
Kitchen:
Open Plan area
Store room:
Stairs
Lifts:
Passages:
Ablution Facilities:
Carpeted area:
Tiled area:

7x Offices
1x Kitchen
2 x Open plan areas
2 x store room
1x Stairs
2 x Lifts
1x Passages
1x Male (2 toilet closets, 1 urinal, 1 hand wash basin)
91 square meters
409 m²

THIRD FLOOR

Offices:
Store room:
Pause Area:
Kitchen:
Passages:
Stairs
Lifts:
Boardroom:
Ablution Facilities:
Carpeted area:
Tiled area:

5 x Offices
1 x Store rooms
1 x Pause area
1x Kitchen
1 x Passage
1 x Flight of stairs
2 x Lifts
1x Boardroom
1x Female (2 toilet closets, 1 hand wash basin)
214 square meters
286 m²

FOURTH FLOOR

Offices:
Kitchen:
Passages:
Stairs
Lifts:
Training room:
Ablution Facilities:
Storeroom
Strong room:
Carpeted area:
Tiled area:

7 x Offices
1x Kitchen
1 x Passage
2 x Flight of stairs
2 x Lifts
1 x Training room
1 x Male (2 toilet closets, 1 uninal, 1 hand wash basin)
1 x Storeroom
1 x Strong room
176 square meters
324 m²

FIFTH FLOOR

Offices:
Open Area:
Storeroom
Kitchen:

7 x Offices
1x Open Area
2 x Storerooms
1 x Kitchen

Passages: 1x Passages
Stairs: 1 x flight of stairs
Lifts: 2 x Lifts
Ablution Facilities: 1x Female (1 toilet closet, 1 hand wash basin)
Carpeted area: 253 m²
Tiled area: 247 m²

Total Square meters Dr Kenneth Kaunda District and Matlosana Local Office = 3 000 m²

Paved Square meters Dr Kenneth Kaunda District and Matlosana Local Office = 992 m²

5.2 MAQUASSI HILLS LOCAL OFFICE

Physical address: Corner of Smit & 40 Kruger Street (entrance in Smit Street)
Wolmaransstad

Offices: 7 x offices
Storerooms (cleaning): 1 x storeroom (Cleaning material)
Open Plan area: 3 x open areas
Kitchen: 1 x kitchen
Passages: 1 x passage
Ablution Facilities: (Public): 1 x female outside the building (2 x toilets, 1 x disable toilet, 2 hand wash basin)
Ablution Facilities: (Public): 1 x male outside the building (2 toilets, 1 x disable toilet, 2 x hand wash basin)
Ablution Facilities Staff: (Disabled): 1 x disabled toilet (1 x water, 1 hand wash basin)
Ablution Facilities (Staff): 1x male (3 toilets, 1 uninal, 2 hand wash basin)
Ablution Facilities: 1x female (4 toilets, 2 hand wash basin)
Parking bays: 15 x parking bays
Registry: 1 x registry
Strong rooms: 2 x strong rooms

Bidders Initials

- Stoep: 1 x stoep
- Boardroom: 1x Boardroom
- Server room: 1 x Server room
- Guard room: 1 x guard room with 1 x toilet, 1 x hand wash basin

Total Square meters for Maquassi Hills = 700m²
Paved Square meters for Maquassi Hills = 1271m²

5.3 VENTERSDORP LOCAL OFFICE

Physical address: 2 Van Riebeeck street, Ventersdorp

- Offices: 6 x Offices
- Storerooms (cleaning): 1 x storeroom
- Disability Grant room: 1 x DG room for the Dr
- Server room: 1 x server room
- Storeroom for admin: 1 x storeroom
- Boardroom: 1 x boardroom
- Kitchen: 1 x Kitchen
- Pause area: 1 x Pause area
- Passages: 1 x Passage
- Ablution Facilities: 1 x Male (2 toilets & 1 hand wash basin)
1 x Female (3 toilets & 1 hand wash basin)
1 x disability (1 toilet & 1 hand wash basin)
Ablution Facilities: (Public): 1 x Male (2 toilets & 1 hand wash basin)
1 x Female (2 toilets & 1 hand wash basin)
1 x disability (1 toilet & 1 hand wash basin)
- Strong rooms: 1 x strong room
- Waiting Area: 1 x Waiting Area
- Processing area: 1 x processing area
- Parking bays: 28 x parking bays

Total Square meters for Ventersdorp Local Office = 642.50m²

5.4 TLOKWE (POTCHEFSTROOM) LOCAL OFFICE

Physical address: No. 6 Zinn Street, Barnard Building, Industrial, Potchefstroom

Offices:	15 x Offices
Waiting Area:	1 x waiting area
Disability Grant room	1 x DG room for the Dr
Server room:	1 x server room
Kitchen:	1 x Kitchen
Pause area	1 x Pause area
Passages areas:	3 x Passages
Open Plan area:	1 x open area
Ablution Facilities:	1 x Male (2 toilet, 2 urinals, 2 hand wash) 1 x Female (2 toilet s, 2 hand wash basin) 1 x Disability Male / Female (1 toilet closets, 1 hand wash basin)
Ablution Facilities: (Public):	1 x Male (1 toilet, 1 urinals, 1 hand wash basins)) 1 x Male (9 toilets, 1 urinal, 3 hand wash basins) 1 x Female (9 toilet, 3 hand wash basins) 2 x disability (1 toilet & 1 was basin)
Courtyard:	1x Courtyard
Storerooms:	1x Storerooms
Strong room:	1 x strong room
Boardroom:	1x Boardroom
Parking area:	Parking area that accommodate 4 closed garages & 3 open garages
Carports:	2 (which can accommodate 10 vehicles)
Carpeted area:	85 square meters
EXTERIOR	
Guard house	1x Security guard house with 1 x toilet & 1 hand wash basin (4 m ²)

Total Square meters for Tlokwe Local Office = 1907m²
Gardening Square meters for Tlokwe Local Office = 5061m²

5.5 PROMOSA SERVICE POINT

Physical address: Promosa Secondary School, Bbermetse Street, Promosa, Potchefstroom
Offices: 1 x Offices
Open plan: 1 x open plan area
Kitchen: 1 x Kitchen
Server Room: 1 x Server Room
Stoop: 1 x stoep
Ablution Facilities: 1 x Male (1 toilet, 1 hand wash basin & 1 bath)
1 x Female (1 toilet, 1 hand wash basin & 1 bath)
1 x Male (1 toilet, 1 urinal, 1 hand wash basins)
1 x Female (1 toilet, 1 hand wash basin)
1 x disability (1 toilet, 1 hand wash basin)
220m²
130m²

Ablution Facilities (Public):

Paving from main gate:
Carport:

EXTERIOR

Guard house: 1x Security guard house

Total Square meters for Promosa Service Point = 450m²
Gardening Square meters for Promosa Service Point = 686 m²

5.6 JOUBERTON LOCAL OFFICE

Physical address: 2521 Kopanong street, Jouberton, 2574
Offices: 6 x Offices
Dr's room: 1 x Dr's room

Bidders Initials

- Dr's toilet: 1 x Dr's toilet
- Kitchen: 2 x Kitchen
- Board room: 1 x board room
- Store room: 1 x store room
- Waiting/space area: 1 x waiting/space area
- Server room: 1 x server room
- Front stoep: 1 x front stoep
- Passages: 1 x Passage
- Ablution Facilities: Staff
 - 1 x Male (2 x toilet closet, 1 x hand wash basin, 1 x urinal)
 - 1 x Female (2 x toilet closet, 1 x hand wash basin)
- Disability (1 x toilet closet, 1 x hand wash basin)
- Ablution Facilities: (Public)
 - 1 x Female (4 x toilet closet, 3 x hand wash basin)
 - 1 x Female (2 x toilet closet, 2 x hand wash basin, 2 x urinal)
 - 1 x Disability (2 x toilet closet, 2 x hand wash basin)
- Guard house: 1 x guard house
- Parking area: 1 x 19 parking areas

Total Square meters for Jouberton Local Office =440m²
Paved Square meters for Jouberton Local Office =150m²

VEHICLES LOCATED IN DR KENNETH KAUNDA DISTRICT

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
DR KK District	LDV Double Cab	14
	Single cap	0
	Multi-Purpose Vehicle (Caddy's)	01
	Sedans	08
	Mobile unit	0
Total		23

ANNEXURE B

FLOOR MAINTENANCE:

RESILIENT FLOORS:

- Sweep or damp mop.
- Machine burnish.

Daily
When required

STONE FLOORS (CERAMIC TILES):

- Sweep.
- Damp Mop
- Machine Buff.
- Machine scrub.

Daily
Daily
When required
When required

RUGS AND CARPETING:

Vacuum clean thoroughly:

- Heavy traffic areas.
- Medium traffic areas.
- Light traffic areas.

Daily
Daily
Daily

DUSTING:

- Dust all surface (low level).
- Dust all high ledges and fittings.

Daily
Daily and when required

Bidders Initials

- Dust all surfaces (wall, cabinet, etc.) Daily and when required
- Dust all window ledges. Daily
- Dust telephones. Daily
- Clean and disinfect telephones. Daily and when required

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
- Wipe clean the waste bins under the workstations Weekly and when required

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 area. Daily
- Clean doormats and wells. Daily
- Wash steps. Daily
- Clean Front and Back Courtyards Weekly

TOILETS AND REST ROOMS:

Normal usage toilets and rest rooms

Bidders Initials

- 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. Weekly
- Empty and clean nappy bins. Daily
- Clean and sanitize all bowls, 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
- Spot clean doors and handles. Daily and when required
- Replenish consumables i.e. toilets papers, Soap, Air Freshener and towel cabinets. Daily
- Pouring in Deo Blocks to all toilet urinals to kill smelling Weekly

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 (Staircase) Weekly

WINDOW CLEANING:

- Clean interior and exterior of all accessible windows. Quarterly

Bidders Initials

- Clean partition glasses. Weekly

BLINDS:

- Dust. Twice a week
- Ensure that blinds are in place. Daily
- Wipe Using the blind cleaner Weekly

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

PARKING:

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

STOREROOMS:

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

WALKWAY/BUILDING SURROUNDINGS:

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

REFUSE AREA:

- Operate compactor. When required (If applicable)
- Maintain compactor / refuse area in a clean and hygienic condition.

Bidders Initials

- When required (If applicable)
- Sweep and keep the refuse area tidy (maintain refuse area in a clean hygienic condition)
Daily

DINING AREA:

- Maintain and clean floors according to type. Daily
- Dust all vertical and horizontal surfaces to a Daily height of 2.5m.
- Damp wipe furniture. Daily
- Empty and clean receptacles. Twice a day
- Collect dirty dishes and wash them in the kitchen. As and when required

KITCHEN:

- Maintain and clean floors (inside and outside). Daily
- Wash all the dishes in the kitchen after meetings Daily / as and when required
- Clean the fridges. Fortnightly / as and when required
- Clean the microwaves. Daily
- Clean and re-fill water boilers. Daily

BOARDROOMS:

- Maintain and clean floors. Daily
- Dust all boardroom tables and chairs. Daily
- Collect dirty dishes and wash them in the kitchen As and when required

OFFICES

- In addition to the standard cleaning activities for offices
- Collect dirty dishes and wash them in the kitchen As and when required
- Wash water jugs and glasses and re-fill water jugs Daily

Bidders Initials

WATER COOLERS:

- Clean and re-fill water coolers

Daily

SERVICE TIMES:

- Day cleaning - Monday to Friday – 8 hours
- Prior approval to be obtained for overtime to be performed and should be paid in line with the sectorial determination.
- Night cleaning is not allowed.

MISCELLANEOUS:

- Polish desk and office furniture.
- Wash vinyl covered furniture.
- Vacuum cloth covered furniture.
- Removal of empty boxes

Weekly
Monthly
Monthly
As and When required

QUARTERLY CLEANING EXERCISES

- Carpet cleaning (deep cleaning)
- Clean interior part of windows
- Pest Control
- Deep cleaning of chairs
- Deep cleaning of the stair case (stripping)

Quarterly (only on weekends)
Quarterly (only on weekends)
Quarterly (only on weekends)
Six monthly (only on weekends)
As and when required

FURNITURE MAINTENANCE:

- Polish desk and office furniture
- Wash vinyl covered furniture
- Vacuum the cloth covered furniture

Weekly
Weekly
Weekly

FLOOR MAINTENANCE (PLASTILOCK BLOCKS TILING):

- Sweep
 - Damp Mop
 - Machine Buff
 - Machine scrub
- Daily
- Daily
- As and when required
- As and when required

EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

ANNEXURE C

SANITARY EQUIPMENT & CONSUMABLES REQUIREMENTS

The service provider must install and maintain the following sanitary equipment and consumables required:

- Toilet Paper Holders and Refills;
Toilet Paper Quality must comply with SANS 1887 Part 2
- Electrical hand drier with motion sensor
- Seat foam Spray Dispensers and Refills;
- Sanitizer Drip Master for Urinals;
- Sanitary Waste Bins and Removal Service (weekly);
- Hand Soap Dispenser (Foam) and Refills;
- Sanitary Wipes in toilets
- Auto Flush Units for Urinals
- Provide Anti-splash urinal screen (slash guards) for male urinals
- Air Freshener Dispensers (Digital & Battery Operated) and Refills.

Bidders Initials

- Toilet brushes for all the toilets
- Baby changing Facilities – maintenance.
- Nappy bin – supply, maintain, refills and removal service.

OTHER AIR FRESHENERS

- Air Fresheners (Digital) for corridors and Refills.
- Air fresheners (Digital) for receptions.
- Window cleaner
- Soap
- Dish sashing washing liquid
- Furniture polish
- Deo blocks
- Carpet shampoo

N.B: The service provider shall be expected to properly monitor the usage of the abovementioned 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 North West Regional, District, Local Offices and Service Points within a 10 km radius or in SASSA offices.

- Provide a complete car wash service which includes the following (Weekly or as and when required):

Bidders Initials

- 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 (quarterly):
 - Wash carpets of the car;
 - Wash car seats;
 - Wash the roof top (inside);
 - Wash the boot;
 - Polish the car.
 - Wash engine

ANNEXURE E

GARDENING SERVICES

- Cut out grass (Debushing services)
- Cut lawn to length according to ground conditions.
- Trim edges of all grass to same length as the cut.
- Trim trees
- Apply lawn manure to feed the lawn.
- Trim new growths for hedges.
- Remove and dispose all cuttings and litter to dumping sites.
- Remove all large weeds including paved areas.
- Dig out small weeds in beds including paved areas.
- Apply weed killer when necessary.

- Turn beds over regularly.
- Edge all beds and tree circles where appropriate.
- Water lawn trees/shrubs and flowers where applicable.
- Sweep all areas clear including car parks and path ways.
- Remove all garbage to designated dumping areas.

NB: Gardening services are required once a week, per office.

ANNEXURE F

FUMIGATION SERVICES

The service provider shall:

Fumigation of offices are in three fold which includes:

- a. Treatment of termites/ cockroaches, flies, ants, mosquito, bees, rats and snakes
- b. Chemicals used should not leave stains on property (Files, floors, walls and furniture)
- c. Three months service guarantee
- d. 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.
- e. Fumigation must be done on a quarterly basis or as and when required

ANNEXURE G

PRICE SCHEDULE FOR ALL SERVICES

- N.B.** ALL Bid Price Proposals must be completed in line with the following requirements:
- o The Bid 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 Specification) shall **not** be accepted.
 - o The Labour costs for the cleaning staff (Supervisor and cleaners) must not be below the approved Sectorial Wage Determination as determined by the Department of Employment and Labour.

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED

All prices must include VAT	
LABOUR COSTS:	
Project Manager Full time costs)	Full Time
Basic Salary	R.....
Provident Fund	R.....
Sick leave	R.....

Bidders Initials

<p>SDL Leave COIDA UIF CCA Any Other Allowances</p>		<p>R..... R..... R..... R..... R..... R..... R..... Total monthly cost for the Project Manager R.....</p>
<p>Supervisor (Only a full time Supervisor required) Number of Supervisors Basic Salary Provident Fund Sick leave</p>	<p>Full Time Per Supervisor R..... R..... R..... R.....</p>	

Bidders Initials

SDL Leave COIDA UIF CCA Bonus Any Other Allowances	R..... R..... R..... R..... R..... R..... Total monthly cost for Supervisor R..... Total cost for number of Supervisors offered per month R.....	
Cleaner (Indicate number of full time cleaners) Number of Cleaners Basic Salary Provident Fund Sick leave SDL Leave COIDA	Full Time/Part Time Per Cleaner R..... R..... R..... R..... R.....	

Bidders Initials

UIF	R.....
CCA	R.....
Bonus	R.....
Any Other Allowances	R.....
	Total monthly cost per Cleaner
	R.....
	Total cost for number of Cleaners offered per month
	R.....

Gardeners	R.....
Number of Gardeners	R.....
.....	R.....
Basic Salary	R.....
Provident Fund	R.....
Sick leave	R.....
SDL	R.....
Leave	R.....

Bidders Initials

COIDA	R.....
UIF	R.....
NCCA	R.....
Bonus	R.....
Any Other Allowances	R.....
Total monthly cost per Gardener	R.....
Total cost for number of gardeners offered per month	R.....

OVERTIME COSTS (In line with the Basic Conditions of Employment Act)	
PROJECT MANAGER	
Saturday	
Number of sessions (refer to Terms of Reference for overtime cleaning activities)	Total cost for Project Manager per overtime session.
.....	R.....
Overtime x ¼	Overall cost for all Project Manager's Saturday overtime sessions (Per day).

Bidders Initials

<p><u>Sunday</u> Number of sessions (refer to Terms of Reference for overtime cleaning activities) Overtime Double</p>	<p>R..... Total cost for Project Manager per overtime session (Per day). R..... Overall cost for all Project Manager's Sunday overtime sessions. R.....</p>	
<p>TOTAL COST FOR PROJECT MANAGER'S OVERTIME WORK (Aligned to the Terms of Reference) R.....</p>		
<p>OVERTIME COSTS (In line with the Basic Conditions of Employment Act)</p>		
<p>SUPERVISOR</p>		
<p><u>Saturday</u> Number of sessions (refer to Terms of Reference for overtime cleaning activities) Overtime x %</p>	<p>R..... Cost for Supervisor per overtime session (Per day). R.....</p>	

Bidders Initials

<p><u>Sunday</u></p> <p>Number of sessions (refer to Terms of Reference for overtime cleaning activities)</p> <p>.....</p> <p>Overtime Double</p>	<p>Total cost for all Supervisor's Saturday overtime sessions (Per day).</p> <p>R.....</p> <p>Cost for Supervisor per overtime session (Per day).</p> <p>R.....</p> <p>Total cost for all Supervisor's Sunday overtime sessions (Per day).</p> <p>R.....</p>
<p>OVERTIME COSTS FOR CLEANERS (In line with the Basic Conditions of Employment Act)</p>	
<p><u>Saturday</u></p> <p>Number of sessions (refer to Terms of Reference 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 (Per day).</p>

Bidders Initials

<p><u>Sunday</u></p> <p>Number of sessions (refer to Terms of Reference for overtime cleaning activities)</p> <p>.....</p> <p>Overtime Double</p>	<p>R.....</p> <p>Cost per cleaner per overtime session (Per day).</p> <p>R.....</p> <p>Total cost per cleaner for all Sunday overtime sessions.</p> <p>R.....</p>
<p>TOTAL COST FOR ALL CLEANERS OVERTIME WORK (Aligned to the Terms of Reference)</p> <p>R.....</p>	
<p>TOTAL COST FOR OVERTIME (COMBINED – Project Manager, Supervisor and Cleaners)</p> <p>R.....</p>	
<p>CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT (REFER TO THE TERMS OF REFERENCE FOR SERVICES REQUIRED)</p>	
<p>Description of the cleaning chemicals/requisites (Attach a table reflecting individual units to be utilized per month and the cost of each unit) e.g Cleaning chemicals to be used:</p>	<p>Total Cost of units to be utilized per month</p> <p>R.....</p> <p>Total Cost p/month</p> <p>R.....</p>

Bidders Initials

<p>Attach List of Sanitary consumables to be used and sanitary equipment to be installed</p>	<p>Cost p/unit x number of units R..... Total Cost p/month R.....</p>
<p>Pest Control/fumigation of offices</p>	<p>Rate per square meter R..... x 4 quarters R.....</p>
<p>Deep Cleaning of Chairs</p>	<p>Rate per chair R..... x 2 terms (6 MONTHLY) R.....</p>
<p>Deep Cleaning of Carpet</p>	<p>Rate per square meter R..... X 4 quarters R.....</p>
<p>Disinfection or decontamination (COVID-19) of offices (See annexure I) for list of offices</p>	<p>Rate per square meter R..... X Monthly R.....</p>

Bidders Initials

<p>Number of pool cars – 161 (Number)</p>	<p>Cost p/vehicle x 4 times per month R.....</p>
<p>4 x Mobile trucks</p>	<p>Cost p/vehicle x 4 times per month R.....</p>
<p>6 x Caddy</p>	<p>Cost p/vehicle x 4 times per month R.....</p>
<p>104 x Bakkies</p>	<p>Cost p/vehicle x 4 times per month R.....</p>
<p>47 x Private cars – (Sedans/Hatch Backs)</p>	<p>Cost p/vehicle x 4 times per month R.....</p>
<p>Overheads</p>	<p>Total monthly cost for the total number of vehicles R.....</p>
<p>TOTAL COST</p>	<p>Total Cost p/month R.....</p>
<p></p>	<p>R.....</p>

Bidders Initials

Total Bid Price (All Costs Included)	
Total Bid Price p/month: R.....	
Total Bid Price for the 1 st Year: R.....	
TOTAL BID PRICE FOR THE FIRST 12 MONTHS (1st Year) – to be carried over to the SBD 1 Form	

***NB: PRICE AND PRICE ADJUSTMENTS**

- All prices charged must be inclusive of VAT.
- The bid proposal must clearly indicate the total price for the first year of the contract.
- Price adjustments shall be done annually in line with the following:-
 - Consumer Price Index approved by STATSSA after the anniversary of the contract, on the cost of services rendered;
 - Sectorial Determination as promulgated by the Department of Employment and Labour for the labour costs.

ANNEXURE H

PROOF OF CURRENT AND PREVIOUS CONTRACTS (CLIENT BASE) TO BE RETURNED WITH THE BID DOCUMENTS

A list of current and previous contracts of cleaning and sanitation services provided in buildings, which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full.

- Profile of the company outlining number of years of experience as a cleaning company
- CVs of the Project Manager and Supervisor with contactable references.
- Reference letters from the bidder's recent and current clients confirming the square meters for office space building

Indicate all the current and previous contracts in the table below executed in buildings. ONLY those relevant to the cleaning and sanitation services required in the bid specifications. Only the relevant experience shall be considered for bid evaluation purposes.

Name of client / organization where contract is/was being executed	Contract period (Indicate start and end dates) e.g. 1 April 2011 to 31 March 2012	Is the contract Current or Previous? (please indicate accordingly)	Reason for termination of the contract	Contact persons and telephone numbers of your client	Square Meters of Project Site	Total Cost of the Contract

ANNEXURE I

SUMMARY OF OFFICES FOR THE PROVISION OF CLEANING, SANITATION, FUMIGATION, CARWASH, AND GARDENING SERVICES FOR SASSA: NORTH WEST REGION

OFFICE	SQUARE METERS	AVERAGE No OF CLIENTS PER DAY	STAFF COMPLIMENT	NUMBER OF DAYS PER WEEK	NUMBER OF CLEANERS REQUIRED	NUMBERS OF GARDENERS REQUIRED	NUMBER OF VEHICLES
REGIONAL OFFICE	2670	20	154	5 DAYS	9	2	22
DR KK							
DISTRICT OFFICE	3000	10	11	5 DAYS	6	0	4
MATLOSANA		200	26	5 DAYS			8
MAQUASSI HILLS	700	30	13	5 DAYS	2	0	3
TLOKWE	1907	150	22	5 DAYS	3	1	5
VENTERSDORP	642.50	75	12	5 DAYS	1	0	3
JOUBERTON	440	150	15	5 DAYS	2	0	0
PROMOSA	450	15	2	2 DAYS	1	1	0
DR RSM							
DISTRICT OFFICE	721	20	10	5 DAYS	1	0	4
NALEDI	601	55	17	5 DAYS	1	0	3
DRYHARTS	600	20	6	5 DAYS	1	1	1
MAMUSA	1000	50	15	5 DAYS	2	0	2
TAUNG	756	60	19	5 DAYS	2	0	2
SEKHING	218	25	10	5 DAYS	1	1	2
MANTHE	144	10	5	5 DAYS	1	1	1
LEKWA TEEMANE	690	35	12	5 DAYS	2	0	2

Bidders Initials

CHRISTIANA	207	30	7	5 DAYS	1	0	2
KAGISANO	600	60	12	5 DAYS	2	0	4
MOROKWENG	250	45	10	5 DAYS	1	1	2
TLAKGAMENG	250	30	7	5 DAYS	1	1	0
TSEGE	95	20	3(FROM THE MAIN OFFICE)	5 DAYS	1	1	0
KGOKGOJANE	45	35	2(FROM THE MAIN OFFICE)	1 DAY	1	1	0
TOSCA	45	20	3(FROM THE MAIN OFFICE)	1 DAY A WEEK	1	1	0
BRAY	33	20	3(FROM THE MAIN OFFICE)	1 DAY A WEEK	1	1	0
SHALENG	112	10	2(FROM THE MAIN OFFICE)	1 DAY A WEEK	1	1	0
NMM DISTRICT							
DISTRICT OFFICE	600	10	15	5 DAYS	3	0	1
MAHIKENG	2217	60	37	5 DAYS	5	1	4
RAMOTSHERE	766.9	35	22	5 DAYS	2	0	3
MOILOA							
DITSOBOTLA	685	46	17	5 DAYS	2	0	2
TSWAING	800	30	19	5 DAYS	2	0	3
RATLOU	300	20	18	5 DAYS	1	1	3
ITSOSENG	141	25	12	5 DAYS	1	1	0
	36		2(FROM THE MAIN OFFICE)	5 DAYS	1	1	0
OTTOSDAL	72	10	1(FROM THE MAIN OFFICE)	5 DAYS	1	1	0
COLIGNY		10					

Bidders Initials

GROOT MARICO	594	4	1(FROM THE MAIN OFFICE)	2 DAYS	1	0	0
RAMATLABAMA	108	5	1(FROM THE MAIN OFFICE)	2 DAYS	1	1	0
TSHIDLAMOLOMO	110	4	2(FROM THE MAIN OFFICE)	5 DAYS	1	1	0
BOJANALA DISTRICT							
DISTRICT OFFICE	547	10	12	5 DAYS	2	0	3
MORETELE	450	200	25	5 DAYS	2	1	1
CYFERSKUIL	250	50	5	5 DAYS	1	1	1
RUSTENBURG	607.95	250	27	5 DAYS	2	0	4
KGETLENG	1200	40	7	5 DAYS	1	0	1
MOGWASE	669	200	24	5 DAYS	2	0	2
MADIKWE	600	50	9	5 DAYS	1	1	1
MADIBENG	1500	250	25	5 DAYS	3	0	3
HEBRON	122	160	9	5 DAYS	1	1	1
MABESKRAAL	450	50	9	5 DAYS	1	1	0
KANANA	350	100	9	5 DAYS	1	1	0
MABOLOKA	120	160	8	5 DAYS	1	1	0
SWARTRUGGENS	200	50	4	5 DAYS	1	0	0
DWARSBERG	144	10	3	2 DAYS	1	1	0
Total	30091.35				90	30	103

OFFICES THAT REQUIRE GARDENING

REGIONAL OFFICE: NO GARDENING SERVICES REQUIRED, THE YARD IS PAVED.

Office	Overall square meters for the whole yard	Overall square meters for gardening space	Overall Square Meters for paved yard

Regional Office	2670 ^m 2	0	1540
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NGAKA MODIRI MOLEMA DISTRICT GARDENING /PAVED AREA

Office	Overall square meters for the whole yard	Overall square meters for gardening space	Overall square metres for the paved area
Ngaka Modiri Molema District Office	600	0	163
Maikeng local office	4000	0	2500
Ditsobotla Local office	765.9	0	300
Ratlou Local Office	5000	3000	300
Itsoeseng Local office	5000	3000	0
Tswaing Local office	1200	0	200
Ramatlabama local office	5000	350	50
Ottosdal Local office	1538	1450	0
Tshidilamolomo Local offic	2334	2250	0
Coligny Local office	3607	3575	0
Groot Marico Local office	1572	975	0
Total	40616.90	14600	3500

BOJANALA DISTRICT GARDENING SERVICES/PAVED AREA

Office	Overall Square Meters for yard	Overall Square Meters for gardening space	Overall square metres for the paved area
Bojanala District Office	547	0	0
Rustenburg Local Office	608	0	0
Mogwase Local Office	669	0	0
Kgetleng Local Office	1200	0	60

Bidders Initials

Madikwe Local Office	450	2120	216
Madibeng Local Office	1500	0	0
Moretele local office	350	990	244
Cyferskui Local office	132	2507	132
Swartreggens Local Office	127	0	0
Hebron Service point	122	140	82
Mabeskraal local office	450	1398	270
Maboloka Service Point	85	0	0
Kanana Service point	192	70	122
Dwarsberg Service Point	700	400	0
Total	7132	7625	1126

DR RUTH MOMPATI DISTRICT GARDENING SERVICES/PAVED AREA

Office	Overall Square Meters for yard	Overall Square Meters for gardening space	Overall square metres for the paved area
Sekhing Local Office	7500	7282	0
District office	1578	0	682
Kagisano Local office	450	0	450
Mamusa local office	1000	308	520
Bloemhof Local office	690	0	360
Taung Local office	1200	0	288
Morokweng Local office	450	282	285
Naledi Local office	601	0	150
Christiana local office	209	350	65
Tlaskgameng	450	200	240

Bidders Initials

Dryharts Local office	2080	1 780	300
Shaleng local office	3 000	2 827	0
Manthe local office	1664	1376	288
Tosca Service point	800	358	232
Tseoge Service point	2400	1305	0
Bray	33	0	0
Kgokgojane	35	15	0
Total	24140	16088	3860

DR KENETH KAUNDA DISTRICT GARDENING /PAVED AREA

Office	overall square meters for the whole yard	overall square meters for gardening space	Overall square metres for the paved area
Tlokwe Local Office	3850 m ²	2415 m ²	1907 m ²
Jouberton Local Office	590 m ²	156	150 m ²
Dr KK District office and Matlosana Local office	300 m ²	None	992 m ²
Ventersdorp Local office	523 m ²	0	0
Maquassi hills local office	700 m ²	0	0
Total	5963	2571	3049
Over		40,884	11,535

Note: Cleaning of yard at Maquassi Hills and Ventersdorp are done by landlord.

NUMBER OF FABRIC CHAIRS AND COUCHES, AS WELL AS NUMBER OF LEATHER COACHES THAT WILL REQUIRE DEEP CLEANSING

Bidders Initials

BUILDING	CHAIRS	COUCHES	LEATHER CHAIRS
REGIONAL OFFICE	461	10	58
DR KENNETH KAUNDA DISTRICT			
District Office	72	0	6
Matlosana Local Office	183	0	16
Maquassi Hills Local Office	38	0	20
Ventersdorp Local Office	25	0	0
Tlokwe Local Office	71	0	24
Jouberton Service point	91	0	0
Promosa Service point	25	0	0
DR RUTH DISTRICT OFFICE			
District Office	43	0	48
Naledi Local Office	41	0	3
Kagisano Local Office	49	0	3
Lekwa Teemane	52	0	18
Mamusa Local Office	67	0	0
Taurung Local Office	90	0	3
Morokweng Office	27	0	0
Sekhing Office	52	0	0
Christiana Office	21	0	0
Dry Harts Office	14	0	0
Shaleng Office	4	0	0
Manthe Office	6	0	0
Tlaskgameng Office	35	0	0
Tseoga Service point	6	0	0
Tosca Service point	6	0	0
Bray Service point	6	0	0
Kgokgojane service point	2	0	0
BOJANALA DISTRICT			
District Office	32	0	25
Rustenburg Local Office	86	0	3
Kgetleng Office	39	0	3
Madikwe Office	20	0	3
Madibeng Local Office	57	0	3
Cyferskuil office	14	0	0

Bidders Initials

Swartnuggens Service point	16	0	0	0
Hebron Service point	22	0	0	0
Mabeskraal office	23	0	0	3
Moretele Office	47	0	0	3
Mogwase	34	0	0	16
Maboloka	18	0	0	0
Kanana	0	0	0	0
Ngaka Modiri Molema District Office	CHAIRS	COUCHES	LEATHER CHAIRS	
District Office	61	8	15	
Mafikeng Local Office	52	0	5	
Ditsobotla Local Office	30	0	5	
Tswaing Local Office	91	0	5	
Ratlou Local Office	44	0	5	
Ilisoseng Local Office	30	0	0	
Ramotshere Moiloa Local Office	52	0	5	
Ottosdal Office	6	0	0	
Colligny	6	0	0	
Tshiditamolomo	9	0	0	
Ramatlabama	4	0	0	
TOTAL				
TOTAL FOR THE REGION=	2280	18	298	

ANNEXURE J

CHECKLIST

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)

Bidders Initials

<p>According to SASSA requirements;</p> <ul style="list-style-type: none"> • Each floor (where applicable) must have a dedicated cleaner. • There must be a full time supervisor where cleaners are more than 5 • There must be a Project Manager (Full time), who must be always be available as and when required to attend to contract related matters 	
<p>Personnel for the Project</p>	<p>Response</p>
<p>Project Manager available Part Time Manager</p>	<p>Yes / No _____</p>
<p>Supervisor available Full Time (offered for this service)</p>	<p>Yes / No _____</p>
<p>Number of cleaners offered for providing the service Full Time cleaners</p>	<p>Indicate the number _____</p>
<p>Training Plan covering the following:-</p> <ul style="list-style-type: none"> • Specific target areas (e.g. customer care, first aid, etc.) • Intended audience (cleaners, supervisors, project managers, etc.) • Period (duration, e.g. 2 days etc.). 	<p>Yes / No _____</p>
<p>Equipment</p>	<p>Yes / No _____</p>

Bidders Initials

<p>List of SABS / SANS chemicals and equipment to be installed and used during project execution (Specify general cleaning chemicals and equipment as well as sanitary consumables).</p> <p>MANDATORY DOCUMENTATION</p>	
<ul style="list-style-type: none"> • Valid B-BBEE Status Level Verification Certificates / Sworn Affidavit signed by the Commissioner of Oaths together with their bids 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • Proof of registration with Central Supplier Database 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • Tax Compliance Status PIN 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • SBD Forms <ul style="list-style-type: none"> ➤ SBD 1 ➤ SBD 3.1 ➤ SBD 4 ➤ SBD 6.1 ➤ SBD 8 ➤ SBD 9 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • COIDA (Valid Letter of Good Standing or letter of intent for this purpose from Department of Employment and Labour) 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • UIF (Valid Letter of Good Standing or letter of intent for this purpose from Department of Employment and Labour) 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • Letter / certificate confirming that only SABS/ SANS approved cleaning and sanitation equipment, material and other equipment shall be used to clean the building. 	<p>Yes / No _____</p>
<ul style="list-style-type: none"> • Valid Public Liability Insurance confirmation or letter of intent / quotation from an insurance company 	<p>Yes / No _____</p>

Bidders Initials

<p>NB: Failure to submit the above documents may invalidate the bid</p> <ul style="list-style-type: none"> • Proof of active registration with accredited association or any other Employers' Associations of the Contract Cleaning Sector (E.g. NCCA, BEECA, etc.) <p>NB: Failure to submit the above document will invalidate the bid</p>	<p>Yes / No _____</p> <p>Yes / No _____</p>
<p>Company's Policies and Plans in place, in relation to the service</p>	<p>Yes/ No _____</p> <p>Yes/ No _____</p>
<ul style="list-style-type: none"> • Annexure A - TABLE OF EXPERIENCE 	<p>Yes / No _____</p> <p>Yes / No _____</p>
<p>Price Structure</p>	<p>Yes / No _____</p> <p>Yes / No _____</p>
<ul style="list-style-type: none"> ○ Is the bid price fixed for the duration of the contract? ○ Is your price structure in relation to staff costs in line with the Sectorial Determination 1: Contract Cleaning Sector? 	<p>If no, specify reasons</p> <p>_____</p> <p>_____</p> <p>_____</p>
<ul style="list-style-type: none"> ○ Did you complete all necessary SBD forms and in line with the Terms of Reference? 	<p>Yes / No _____</p>
<p>Compliance with Labour legislation</p>	<p>_____</p>

Bidders Initials

Do you comply with all applicable legislation to the Contract Cleaning Industry	Yes / No
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ANNEXURE K

DECONTAMINATION OR DISINFECTION OF OFFICES AND POOL VEHICLES

Specifications for the Decontamination or disinfection of offices and Pool Vehicles

Bidders Initials

- Sanitizing and disinfecting frequently touched objects and surfaces using:
 - Disinfectant containing 0.5% sodium hypochloride;
 - Surface sanitizer with a minimum of 75% alcohol content.

RESILIENT FLOORS:

- Disinfect the floors.

STONE FLOORS (CERAMIC TILES):

- Disinfect the floors.

GLASS AND METAL WORK:

- Disinfect all glass doors/normal doors/garage roller door

ENTRANCE AND RECEPTION:

- Disinfect the staircase.
- Disinfect the reception table/desk
- Disinfect the couches

TOILETS AND REST ROOMS:

- Deep clean toilets with disinfectant.
- Damp mop floors with disinfectant.
- Empty, damp wipe and disinfect all waste receptacles.
- Empty, damp wipe and disinfect all sanitary bins.
- Empty, damp clean and disinfect baby changing table and nappy bin
- Disinfect all bowls, basins, urinals, etc.
- Disinfect all mirrors.
- Disinfect all metal fittings (toilet roll holder, seat sanitizer dispensers).
- Disinfect doors, partitions and lockers where applicable.

Bidders Initials

LIFTS AND LIFT FOYERS:

- Disinfect interior of all lifts including indicator boards.
- Disinfect floors and lift door tracks.

STAIRCASES:

- Disinfect handrails and fittings.
- Disinfect fire escape (Staircase).

BLINDS:

- Disinfect the blinds.

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

PAUSE AREAS:

- Disinfect and sanitize receptacles, water coolers, dirt bins and microwaves.
- Disinfect the furniture and cupboards

KITCHEN:

- Disinfect floors (inside and outside).
 - Disinfect and sanitize the microwaves
 - Disinfect and sanitize the water boilers.
- Disinfect and sanitize the fridges.

BOARDROOMS:

- Disinfect and sanitize all boardroom tables and chairs.

OFFICES/STORAGE CETRES

Bidders Initials

- Disinfect and sanitize the waste bins under the workstations.
- Disinfect and sanitize all items on the workstations:
- Telephone unit;
- Key pads;
- Monitors
- Desk;
- Chair armrests.

EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

NOTE THE FOLLOWING INFORMATION

Total square metres for all office spaces = 30 0091.35
Total square metres for gardening services for some offices = 40,884
Total square metres of paved areas for all offices = 11,535
Total number of chairs = 2275
Total number of coaches = 18
Total number of leather seats = 298
Total number of vehicles = 161