



SCM /Tender Ref #:	DPME 01-2021/22
--------------------	-----------------

Request for proposals for:	Provision of Cleaning and Hygiene services for the Department of Planning, Monitoring and Evaluation for a period of 36 months
----------------------------	--

Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
01 August 2021	31 July 2024

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in these terms of reference. The following must be attached to the proposal as annexures:

- **Annexure A:** Summary of company past experience (Must use attached Excel template)
- **Annexure B:** Details of proposed team members (Must use attached Excel template).
- **Annexure C:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents)

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

ENQUIRIES		
Name:	Nomvula Lekubu	SCM general
Tel:	012 312 0467	012 473 1222
e-mail:	NomvulaL@dpme.gov.za	dpme.scm@dpme.gov.za

1. BACKGROUND

The Department of Planning, Monitoring and Evaluation needs to appoint a service provider who will be responsible for cleaning and hygiene services at the following offices:

- 1.1. 330 Grosvenor Street Hatfield, Pretoria offices with approximately 3674 m² from basement to second floor and surroundings
- 1.2. 535 Johannes Ramokhoase street, Arcadia offices with approximately 3043 m² from ground floor to 3rd floor and the surroundings.

NB: The Department may relocate to a new building with approximately 6700 m² before the contract terminates.

2. PURPOSE

Provision and supply of cleaning and hygiene services at DPME offices 330 Grosvenor & 535 Johannes Ramokhoase streets.

3. OBJECTIVES AND SCOPE OF PROJECT

3.1 Cleaning Services

The total floor space area to be cleaned at 330 Grosvenor street, Hatfield, Pretoria is approximately 3674 m² and includes the basement, ground floor, 1st floor, 2nd floor and surrounding areas.

The total floor space area to be cleaned at 535 Johannes Ramokhoase is approximately 3043 m² which includes ground floor 1st floor, 2nd floor, 3rd floor and surrounding area.

3.2 Bidders to take note that there is a possibility that the department may relocate to one new building during the contract period. The approximate size of the building will be more or less 6700 m².

4. DELIVERABLES AND TIME FRAMES FOR 330 GROSVENOR & 535 JOHANNES RAMOKHOASE

Description	Expected date	% of project (Payment)
<p>4.1. General Cleaning.</p> <p>Provide cleaning and hygiene services for the premises at 330 Grosvenor & 535 Johannes Ramokhoase (offices, passages, staircases, meeting rooms, kitchens, lifts, balconies, reception area, bathrooms, glass & metal areas, blinds, carpet & tiled area, interior windows & the surrounding areas).</p> <p>Cleaning of the following areas:</p> <ol style="list-style-type: none">a. Stores, offices, passages, staircases and meeting rooms,b. 9 X kitchens (5 Grosvenor and 4 JR Ramokhoase)c. Lifts, balconies and reception areasd. 34 X toilets (17 Grosvenor & 17 Johannes Ramokhoase)e. 14 X urinals (7 Grosvenor & 7 Johannes Ramokhoase)f. Walkways stairs, glass, metal, walls, blinds, carpet and tiled area,g. Parking area, basement and in front of building.	<p>36 MONTHS 01/08/2021</p>	<p>100% monthly fee</p>

<p>Cleaning must be done in the following order:</p> <p>Service provider to provide cleaning schedule and be placed behind toilet doors, kitchens, boardrooms and all relevant offices.</p> <p>Toilets</p> <ol style="list-style-type: none"> Clean three times per day at 7:00am, 11:00 am and 14:00pm Replenish consumables and ensure usability. Wash seat and lid three times per day at 7:00am, 11:00 am and 14:00pm Wipe toilet mirrors and floor three times per day at 7:00 am, 11:00 am and 14:00pm Wipe wall at least once a day or as and when required Remove mineral deposits from gullies and drain as and when required Basins and mirrors must be cleaned and disinfected three times a day at 7:00am, 11:00am and 14:00pm or as needed Replenish consumables in toilets at 7:00am, 11:00am and 14:00pm or as needed A dash of air-freshener must be sprayed in all toilets at 7:00am, 11:00am and 14:00pm or as needed The walls of the toilets must be cleaned and disinfected twice a week. Deep disinfection of all components (Monthly) 		
<p>Boardrooms</p> <ol style="list-style-type: none"> Clean and prepare boardrooms in the morning and after every meeting Wash bottles, glasses and cutlery before and after every meeting Provide clean, cold and hot water for every meeting Vacuum boardrooms once a week and as and when required Empty and clean dustbins twice a day 		
<p>Kitchens (5 Grosvenor & 4 JR Ramokhoase)</p> <ol style="list-style-type: none"> Clean kitchens three times a day at 7:00 am,11:00 am and 14:00 pm Wash dish cloths at least twice a day or as and when required Clean fridges, microwaves and kitchen cupboards as and when required 		
<p>Offices and lounge area.</p> <ol style="list-style-type: none"> Empty waste bins and wash out or replace bin liner as required daily Clean surfaces in the morning such as desk tops, telephones, filling cabinets, chairs etc. as and when required Vacuum carpets at once a week (or as and when it is required) and remove spots from carpets (Deep cleaning quarterly) Clean any spillages as required Clean windows (interior) and blinds as required Clean light fittings Clean lifts, passages and glass areas Disinfect high contact areas twice a day. 		

<p>4.2. Cleaning the following areas daily:</p> <p>Basement, parking area, security guard house and the building surroundings</p>		
<p>4.3. Daily and regular duties:</p> <ul style="list-style-type: none"> a. Clean all furniture, skirting, window sills and equipment twice a week b. Toilets must receive preference followed by reception, offices, boardrooms, passages, kitchens, entrance walls, lift and parking c. Provide hot or/and cold water in the boardrooms in the water bottle and clean the crockery and cutlery after each meeting d. Sweep and scrub floors of the lift and clean mirror e. Separate waste into recycling bins f. Office dustbins must be cleaned 3 times a day 7:00am, 11:00am and 14:00pm 		
<p>4.4. Weekly duties</p> <ul style="list-style-type: none"> a. Clean and polish chrome surfaces b. Ensure that bins are collected by the municipality. 		
<p>4.5. Monthly Duties</p> <ul style="list-style-type: none"> a. Deep cleaning of basement b. Deep cleaning of Toilets, basin, urinals and sink c. Clean all windows on the inside d. Stripping of floors 		
<p>4.6. Quarterly duties</p> <ul style="list-style-type: none"> a. Deep clean all carpeted and tiled areas at the time to be agreed upon with the department (preferably weekends) 		
<p>4.7. Successful bidder must provide the cleaners with the following equipment / material for Grosvenor & Johannes Ramokhoase buildings. (All cleaning equipment remains the property of the bidder and must always be in a 100% working condition)</p> <ul style="list-style-type: none"> a. Microfibre Mops per cleaner b. Buckets per cleaner c. Brooms for offices and parking, per cleaner d. Wet and dry vacuum cleaner e. Wet floor signs f. Trolleys to load and transport cleaning materials g. Tea trolleys (for use at boardrooms) h. Industrial vacuum cleaner for basement (RUBY) i. Stripping machine j. 4 X 240L colour coded recycling bins marked: Paper, Plastic, Glass and Tins per building k. All cleaning materials to execute cleaning services specified, for the cost of the bidder. l. All cleaning equipment required to fulfil the duties (remains the property of the bidder) 		

<p>m. Provide all required protective clothing to cater for the different cleaning requirements on annual basis.</p> <p>NB: The contractor must supply quality transparent plastic refuse bags (small, medium and big bin bags). Refuse bags to be replaced regularly as required.</p>		
<p>4.8. Hygiene must be done in the following order:</p> <p>4.8.1. Hygiene services (all hygiene equipment installed by the bidder remains the property of the bidder and must at all times be in 100% working condition)</p> <p>4.8.2. Dispenser include the following: hygiene equipment (installation, servicing and maintenance of hygiene units, white, lockable)</p> <p>a. 22 x bathroom hand-paper towel dispenser (11 X Grosvenor plus 11 at JR)</p> <p>b. 9 X kitchen hand-paper towel dispenser (5 X Grosvenor plus 4 at JR)</p> <p>c. 20 X hand soap dispensers for bathrooms (9 X Grosvenor plus 11 at JR)</p> <p>d. 8 X soap dispensers for kitchen (4 X Grosvenor plus 4 at JR)</p> <p>e. 24 X sanitary bins, infra-red, touch-free option (14 X Grosvenor plus 10 at JR)</p> <p>f. 24 X sanitary bag dispenser (14 Grosvenor plus 10 at JR)</p> <p>g. 36 X seat sanitizer dispenser (19 Grosvenor plus 17 at JR)</p> <p>h. 25 X wall waste bins (14 Grosvenor plus 11 at JR)</p> <p>i. 36 X toilet brush set (19 Grosvenor plus 17 at JR)</p> <p>j. 36 X toilet roll holders, 3 canisters (19 Grosvenor plus 17 at JR)</p> <p>k. 22 X air freshener dispenser (11 Grosvenor plus 11 at JR)</p> <p>l. 14 X urinal dispenser (7 X Grosvenor plus 7 X at JR)</p> <p>m. 21 X condom dispenser 11 X Grosvenor plus 10 at JR)</p> <p>n. 9 X hand sanitizer wall dispenser (5 X Grosvenor plus 4 at JR)</p> <p>o. 11 X red pedal bins (5 X Grosvenor plus 6 at JR)</p>		
<p>4.9. The supply of hygiene unit refills (as and when required for 330 Grosvenor & 535 Johannes Ramokhoase street).</p> <p>a. Toilet seat sanitizer spray, quick drying action</p> <p>b. Quality toilet paper, 1ply plain white</p> <p>c. Hand sanitizing foam, which delivers a creamy foam lather white</p> <p>d. Air freshener, concentrated fragrance to ensure consistent levels of long-lasting freshness</p> <p>e. Sanitiser for urinals</p> <p>f. Sanitiser for toilets</p> <p>g. Sanitary bags for female toilets</p> <p>h. Toilet seat wipes</p> <p>i. Hand Towels</p>		
<p>4.10. Hygiene service for the 9 kitchens (5 Grosvenor & 4 Johannes Ramokhoase)</p> <p>a. Installation, servicing and maintenance of hygiene units (total for the 9 kitchens)</p> <p>b. 8 X paper hand towel dispensers</p> <p>c. 7 X wall disposal bins for paper towel (3 Grosvenor plus 4 JR)</p>		

<p>d. 7 X dish washing liquid dispensers (3 Grosvenor plus 4 JR) e. Provide dish washing liquid and thick bleach for 9 kitchens</p> <p>4.11. Supply of hygiene unit refills.</p> <p>a. Hand paper towel (plain white perforated) b. Dish washing liquid (Sunlight Liquid or equivalent) and thick bleach c. Air freshener d. Hand soap which delivers a creamy foam lather, white. e. All cleaning detergents required for cleaning purposes specified.</p>		
<p>4.12. Contractors/ bidders must submit a work plan indicating the work method that will be followed to execute duties during the contract period.</p>		
<p>4.13. Successful bidder must provide & ensure that the following are conducted:</p> <p>a. Daily inspection sheet b. Toilet & kitchen Inspection sheet c. Operations inspection d. Monthly reports e. Standard operating procedures f. Site OHS compliance file</p>		
<p>4.14. The successful bidder must supply all material for cleaning and hygiene: The equipment and goods including toilet paper, liquid soap, toilet brushes, toilet cleaner, furniture polish, towels, floor polish, WHO accredited disinfectants and any other detergents to ensure effective cleaning service and acceptable quality to the satisfaction of the Department</p>		
<p>4.15. Submission of Monthly invoices on or after 25th of every month.</p>		

5. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

5.1 Experience required

The company must have a minimum of 3 years' experience in cleaning and hygiene. (proof to be attached to tender proposal and contactable references of current and previous clients; contract periods to be specified per client).

5.2 Minimum qualifications required

The supervisor/team leader must be able to read and write and undergone cleaning training, proven health & safety training/certificate, 1-year supervision/ experience.

5.3 Team composition

- 330 Grosvenor street team must consist of men and women (8 cleaners, 2 food aiders and 1 supervisor/team leader).
- 535 Johannes Ramokhoase team must consist of men and women (4 cleaners and 1 Supervisor/team leader).

- Successful bidder will be requested to submit CV of proposed staff (cleaners, Food Aiders and supervisor/Team leader)

5.4 Empowerment requirements.

The bidder must be 100% black (PDIs)¹owned.

6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 6.1 Membership to cleaning association/industry – attach proof
- 6.2 UIF compliance - attach proof
- 6.3 Compensation for Occupational Injuries Disease (COIDA) - attach proof
- 6.4 The owner/s/Director/s must be South African citizens - attach original certified copies
- 6.5 The company must have minimum 3 years of cleaning and hygiene experience – attach proof in a form of contactable reference letter/s.
- 6.6 Public liability insurance – attach proof
- 6.7 The company must have an operating office/s in Gauteng - attach proof of business address (municipal bill, or bank statement bearing company’s physical address), not older than 3 months.
- 6.8 All bidders must attend the compulsory briefing at 330 Grosvenor street, Hatfield, Pretoria. Covid regulations will be applicable
- 6.9 Bidders failing to attend the compulsory briefing session will be disqualified
- 6.10 The successful bidder must be 100% black (PDIs)²owned.

7. EVALUATION OF BIDS

7.1. Administrative requirements

Annexures A to C **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

7.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

¹ By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

² By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

¹ By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights X 4}} \times 100$$

7.3. Functional evaluation Part 1 – Quantitative criteria

Part 1: Minimum functional requirements: Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Mandatory Requirements	Comply	
	Yes	No
1. Membership to cleaning association/industry – attach proof		
2. UIF compliance - attach Proof		
3. Compensation for Occupational Injuries Disease (COIDA)-attach proof		
4. The owner/s/Director/s must be South African citizens- attach original certified copies of RSA ID		
5. Company must have minimum 3 years of cleaning and Hygiene experience – attach proof, reference letter/s		
6. Public liability insurance – attach proof		
7. Company must have an office in Gauteng- attach proof of Physical address		

7.4. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all requirements under Part 1 and a provisional overall score of at least 60% for both functional evaluation parts 1 and 2, to present their bids.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 workings. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

Part 2: Minimum functional requirements: Only bids that obtained the minimum score for each criteria as well as an overall score of at least 75% for both functional evaluation parts 1 and 2, will proceed to Price/PPPFA evaluation.

Functional Evaluation Criteria		Weight	Score	Weight X Score	Min. Score
1.	Company profile must be submitted, includes details about ability to provide the cleaning and/ hygiene with minimum 3 years' experience in both services 1 = 0 - 1 year experience of cleaning and hygiene 2 = 1 - 2 years' experience of cleaning and hygiene 3 = 3 - 4 years' experience of cleaning and hygiene 4 = More than 5 years of experience of cleaning and hygiene	3			9
2.	Work plan the work method that will be followed for the execution of the contract and the feasibility thereof, Deliverable time frames as per paragraph 4.1 to 4.13 of the TOR 1= work method does not meet any of the requirements 2= work method does meet some of the requirements. 3= work method is in line with all the requirements 4= work method above the requirements to deliver the project ahead of schedule	3			9
3.	The successful bidder must be 100% black (PDIs)³ owned. 1 = do not meet PDI 2 = meet 50% PDI 3 = 100% PDI ownership	3			9
TOTAL					

7.5. Functional evaluation Part 3 – Due diligence

Due Diligence site visits		Comply	
Functional Evaluation Criteria		Yes	No
1.	The availability of the office in Gauteng as per physical address provided by the bidder		
2.	Presentation of cleaning and hygiene samples (equipment & consumable)		

NB: THE DEPARTMENT WILL CONDUCT AN UNANNOUNCED DUE DILIGENCE VISIT.

7.6. Price / BBBEE / PPPFA

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

8. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA

³ By Black PDIs we mean South African citizens who are Black, Indian, or Coloured.

to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves the content of the standard template.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

9. SPECIAL CONDITIONS APPLICABLE TO THIS BID

The Service Provider undertakes to:

- 9.1. Conduct business in a courteous and professional manner.
- 9.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 9.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 9.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.
- 9.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 9.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 9.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 9.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 9.9. Undertakes to store and handover all data generated by the project to DPME in an accessible and confidential manner.
- 9.10. The successful bidder will be responsible for compilation of a health and safety site file which will include all statutory documents and management information for the management of the contracted service.
- 9.11. The contractor must submit OHS section 37(2) agreement
- 9.12. All the required documents must be submitted to the DPME within 14 days from the date of tender award
- 9.13. Supply and install all equipment specified and cleaning equipment which must be installed and removed and replace when dysfunctional or broken. This remain the property of the bidder and must be included in the costing. All other consumables not listed under C1 required in the daily cleaning must be provided by the bidder and must be included in the total price.

DPME undertakes to:

- 9.14. Manage the contract in a professional manner.

Initials of specification committee members: NL RS PJM _____

Cleaning & Hygiene Services Cleaning Hygiene Service ToR 240321

Ver: 2021/02/22

Page 10

- 9.15. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 9.16. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 9.17. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 9.18. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS



**planning, monitoring
& evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

**STANDARD DOCUMENTS TO BE SUBMITTED FOR ALL BIDS
(INCL. TENDERS) FROM R30,000 UP TO R50,000,000**

The term "Bid" includes price quotations, advertised competitive bids, limited bids and proposals.

Required Documents	Check Bidder	Verified SCM Unit
Central Suppliers Database Registration Report Attached – Not older than 30 days NB: Only suppliers registered on CSD may bid. All required CSD information up to date.		
Invitation to bid (SBD 1)		
Declaration of interest (SBD 4)		
Preference Points Claim (SBD 6.1)		
Declaration of past supply chain management practices (SBD 8)		
Certificate of Independent Bid Determination (SBD 9)		
Valid B-BBEE Status Level Verification Certificate (Original or Certified Copy) bearing SANAS logo. QMEs/EMEs: Sworn affidavit / CIPC confirmation of turnover etc.		
Additional documentation required for certain types of bids. If applicable the additional documents will be distributed as part of the tender / bid documentation	Check Bidder	Verified SCM Unit
Declaration certificate for local production and content for designated sectors (SBD 6.2) and all applicable Annexures.		

Declaration			
<ul style="list-style-type: none"> • I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury). • I have studied, accurately completed and submitted all the documents indicated in the above checklist. • I have read and agree with the conditions applicable to all bids as contained in this document. • I have noted and will comply with the delivery time frames indicated in the specifications / terms of Reference. • I am the authorised signatory of the applicant. • I have noted that the Department may publish the names of bidders, total bid prices indicated in SBD 1 and B-BBEE points claimed, after the closing date of the bid. 			
Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact persons indicated on the bid documents; or

Head of Procurement Services: 330 Grosvenor Street, Hatfield, Pretoria. dpme.scm@dpme.gov.za. Tel 012 473 1222

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

ALL DPME BID DOCUMENTS ARE AVAILABLE FREE OF CHARGE FROM THE DPME WEBSITE OR DPME OFFICES AND ARE NEVER SOLD

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 WHO ARE PERSONS IN THE SERVICE OF THE STATE.

1. GENERAL

This request is issued in terms of all applicable legislation, including but not limited to: the Public Finance Management Act (Act 1 of 1999) as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management instructions issued by the National Treasury, General Conditions of Contract published by National Treasury (GCC), the B-BBEE Act (Act 53 of 2003), applicable Departmental Policies and any other special conditions of contract indicated in bid documents.

- Lead times / delivery periods should be clearly indicated in the quotation / proposal where applicable. The Department reserves the right to cancel any order where the delivery period indicated in the quotation / proposal is extended.
- The Department reserves the right to require delivery of the goods as specified, at the price quoted, regardless of any differences in specifications contained in the quotation.
- The Department reserves the right to make public the names of all bidders as well as total bid prices and B-BBEE points claimed, after the closing date and time for the bid.
- The Department reserves the right NOT to appoint any Service Provider or to withdraw this request for bids/proposals.
- The Department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid.
- The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

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 Department to verify the taxpayer's profile and tax status.
- 2.3. Applications for a tax compliance status (TCS) certificate or pin may be made via e-filing through the SARS website www.sars.gov.za. Bidders may also submit a printed TCS certificate with this bid.
- 2.4. Where no TCS pin is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided and the tax compliance status on CSD will be utilised by the Department.
- 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. The tax compliance requirements are not applicable to foreign bidders / individuals with no South African tax obligations or no history of doing business in South Africa. Foreign suppliers must complete a pre-award questionnaire from SARS on their tax obligation categorisation.
- 2.7. For the purposes of section 256 of the Tax Administration Act of 2011 the bidder / supplier authorises the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation.

3. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements (including tax compliance requirements) will be considered acceptable for further evaluation. Incomplete and late bids may be rejected. All documents indicated on page 1 must be submitted with each bid. Bidders must use the Standards Bid Documents (SBDs) included in this document (documents may not be re-typed)

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

All quoted prices must be **inclusive of VAT** and must be valid (firm) for at least 30 days for all bids excluding open tenders and for 120 days for open tenders, from the closing date indicated on SBD 1. Prices dependent on the **exchange rate** should include reference to the exchange rate used. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted unless specifically allowed in the ToR / specifications.

4. FUNCTIONAL EVALUATION

Functional criteria and/or specifications are contained in the specifications sheet or Terms of Reference distributed for this bid. Unless otherwise indicated in the ToR / specifications sheet, only service providers that submitted acceptable bids and that met all functional / specifications requirements will proceed to the PPPFA evaluation phase

5. PRICE EVALUATION: THE PPPFA

DPME applies the provisions of the PPPFA and Regulations to all bids with an estimated cost from R30,000. Bid amounts in the case of this particular RFQ/RFP/Tender are estimated to be R30,000 or more and the PPPFA preference points system will be applied, even if all bids received are below R30,000.

Only bids that meet all administrative requirements and meet the minimum functional requirements indicated in the ToR / specifications sheet will be evaluated in terms of the PPPFA and related regulations. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1. The applicable evaluation method is indicated in SBD 6.1.

Consortia or joint ventures must take note of SBD 6.1, paragraphs 5.4 and 5.5 regarding requirements for B-BBEE certificates.

If the 80/20 preference point system is specified on SBD 6.1 and all bids received exceed R50,000,000, the bid will be evaluated on the 90/10 preference point system.

6. REJECTION OF QUOTES / PROPOSALS

Any effort by a bidder to influence the bid evaluation, comparisons or award decisions in any manner, may result in rejection of the bid. DPME shall reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. DPME may disregard any bid if the bidder or any of its subcontractors:

- a) Is not tax compliant
- b) Have abused the Supply Chain Management (SCM) system of the Department or any other government department, agency or entity.
- c) Have committed proven fraud or any other improper conduct in relation to such system.
- d) Have failed to perform on any previous contract.
- e) Supplied incorrect information in the bid documentation.

7. VETTING

The Department reserves the right to approach the relevant authorities to verify the following for each bidder: Citizenship status (individuals); Company information; Criminal records (individuals); Previous tender and government contracts track records; Government employment status (individuals); Company / closed corporation ownership / membership status (individuals); Suitability to handle confidential government information; government employment status of bidders/staff/directors; Qualifications of bidders / contractors / team members; and any other information contained in bid documents

8. CENTRAL SUPPLIERS DATABASE

8.1. All suppliers must be registered on the Central Suppliers Database (CSD) managed by National Treasury (www.csd.gov.za).

8.2. The following information must be up to date on CSD:

- Tax compliance status

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

- B-BBEE Level (as indicated on B-BBEE certificate or sworn affidavit)
- Turnover (EME, QSE, etc.)
- Black ownership
- Women ownership
- Youth, Disabled and Military Veteran ownership
- Verified banking details
- Contact details

8.3. It is the responsibility a supplier to inform the DPME immediately in writing of any changes in details and to provide DPME with an updated CSD report. DPME shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages if a bid is awarded based on incorrect information contained in the CSD report.

9. COMMITMENTS BY PARTIES

9.1. The Service Provider undertakes to:

- 9.1.1. Conduct business in a courteous and professional manner.
- 9.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 9.1.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 9.1.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.
- 9.1.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 9.1.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 9.1.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 9.1.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 9.1.9. Store and hand over all data generated by the project (if any) to DPME in an accessible and confidential manner.
- 9.1.10. Not proceed with any work and not to incur any expense for which DPME could be liable, until such time as an official written government purchase order has been issued by DPME.

9.2. DPME undertakes to:

- 9.2.1. Manage all contracts in a professional manner.
- 9.2.2. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 9.2.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 9.2.4. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 9.2.5. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- 9.2.6. Pay all valid invoices within 30 calendar days.

INVITATION TO BID (SBD 1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**
(Subject to the terms and conditions applicable to all bids as indicated earlier in this bid document)

BID NUMBER	DPME 01-2021/22	CLOSING DATE	24 May 2021	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION	Date	10 May 2021	Time	10:am	
DESCRIPTION	Provision of Cleaning and Hygiene services for the Department of Planning, Monitoring and Evaluation for a period of 36 months				
BID DOCUMENTS FOR RFQs:		BID DOCUMENTS FOR RFPs AND TENDERS MUST BE:			
MUST BE SENT ELECTRONICALLY TO: The email address of the SCM official that sent out the request for quotes and CC to DPME.SCM@dpme.gov.za.		POSTED TO: Department of Planning, Monitoring and Evaluation Head: Procurement Services Private Bag X944, PRETORIA, 0001		OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): 330 Grosvenor Street, Hatfield, Pretoria <i>The bid box is accessible on working days between 8:00 and 17:00.</i>	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
Contact persons indicated on the bid documents or Head of Procurement Services: 330 Grosvenor Street, Hatfield, Pretoria. dpme.scm@dpme.gov.za. Tel 012 473 1222					
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone number		Cell phone number			
E-mail address					
ID / company Reg. #		Vat registration #			
Supplier tax compliance status		Compliant		CSD MAAA #	
		Not compliant		TCS Pin (if no CSD #)	
B-BBEE Status Level verification		None			
		All (except EMEs/QSEs): Certificate Issued by SANAS accredited verification agency.			
		EMEs/QSEs: Sworn affidavit by EME representative and attested to by Commissioner of oaths.			

Are you the accredited representative in South Africa for the goods /services /works offered? If yes attach proof	YES	NO
FOREIGN SUPPLIERS: Do not complete this form. You must contact the Department to obtain the required documentation to be completed		

Total bid price (Incl. VAT)	
------------------------------------	--

DETAILED TERMS AND CONDITIONS FOR BIDDING ARE CONTAINED IN PAGES 2 TO 4 OF THIS DOCUMENT AS WELL AS IN THE ATTACHED SPECIFICATIONS / TERMS OF REFERENCE.			
Signature (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF INTEREST (SBD 4)

NO BIDS WILL BE CONSIDERED FROM:

1. Persons in the service of the State
 2. Companies/ close corporations with directors/ members who are persons in the service of the State.
 3. NGO's / Non-profit institutions with directors (whether remunerated or not) in the service of the State
- Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS).

Any other natural or legal person legal person may make an offer or offers in terms of an invitation to bid. , or persons having a kinship with persons employed by the state, including a blood relationship. 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.

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

Full Name of bidder or his or her representative	
Identity Number	
Position occupied in Company (director, trustee, shareholder¹, member):	

The names of all directors / trustees / shareholders / members, their individual identity numbers, and if applicable, employee / PERSAL numbers must be indicated in the CSD report provided.

		YES	NO
1.1	Are you or any person connected with the bidder presently employed by the state?		
1.1.1	The bidder acknowledges that bids from Government employees or from companies/close corporations with directors/members that are government employees cannot be considered.		
1.1.2	The bidder further acknowledges that any false declaration in this regard will be reported to the relevant authorities		
1.1.3	If your answers to 1.1 is yes, then please provide details:		

		YES	NO
1.2	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?		
1.2.1	If so, furnish particulars:		

¹ "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.

DECLARATION OF INTEREST (SBD 4)

		YES	NO
1.3	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		
1.3.1	If so, furnish particulars:		

		YES	NO
1.4	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?		
1.4.1	If so, furnish particulars:		

		YES	NO
1.5	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract??		
1.5.1	If so, furnish particulars:		

2. Full details of directors / trustees / members / shareholders.

See CSD report

3. DECLARATION

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

PREFERENCE POINTS CLAIM (SBD 6.1)

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 The value of this bid is estimated to ~~exceed~~/not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

(a)	Price; and	<u>80</u>
(b)	B-BBEE Status Level of Contribution.	<u>20</u>
	TOTAL	<u>100</u>

1.3 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- 2.1 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 "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;
- 2.3 "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 "EME" means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act with an annual turnover up to R10 million;
- 2.6 "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7 "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;

PREFERENCE POINTS CLAIM (SBD 6.1)

- 2.8 “prices” includes all applicable taxes less all unconditional discounts;
- 2.9 “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);
- 2.10 “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: THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{l}
 \mathbf{80/20 \text{ (Up to R50,000,000)}} \quad \text{Or} \quad \mathbf{90/10 \text{ (From R50,000,000)}} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{Or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

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

- 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

- 4.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. An EME automatically qualifies as a level 4 contributor. An EME with at least 75% black ownership qualifies as level 1 contributor and an EME with black ownership from 51% to 74% qualifies as a level 2 contributor.
- 4.3 A Bidder other than EME must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. The certificate must be issued by a Verification Agency accredited by SANAS.

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.2 AND 4.1

B-BBEE Status Level of Contribution: = (maximum of ~~10~~ 20 points)

(Points claimed in respect of paragraph 6 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.

PREFERENCE POINTS CLAIM (SBD 6.1)

7. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable). 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? YES / NO (delete which is not applicable)
- (V) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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-BBEE status level of contributor indicated in paragraph 6 of the foregoing document, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (I) The information furnished (including information in SBD 1) 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 paragraph 6, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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

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

CERTIFICATION

I, THE UNDERSIGNED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

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.