



**KWAZULU-NATAL
LEGISLATURE**
AN ACTIVIST PEOPLE-CENTRED LEGISLATURE

39 Langalibalele Street,
Pietermaritzburg, 3201
tel: 033 345 6789 | Fax: 086 724 6510

44 Langalibalele Street, Pietermaritzburg, 3201
tel: 033 355 7600 | Fax: 086 566 3263
Private Bag X9112, Pietermaritzburg, 3200

**DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING AND
HYGIENE SERVICES FOR A PERIOD OF THREE YEARS**

Date 21 August 2026

BID NUMBER: KZNL 1/2026

Company Registration No. _____

	Type of Bidder (Tick One Box)	
	One-person Business/Sole Trader	
	Close Corporation	
	(Pty) Ltd	
	Private Company	
	Partnership	
	Consortium/Joint Venture	
	Co-operative	

RETURN OF PROPOSAL

**Proposal must be deposited in the Bid Box situated at Ground Floor,
KZN Legislature, 244 Langalibalele Street
PIETERMARITZBURG 3201**

**KWA-ZULU-NATAL LEGISLATURE
TABLE OF CONTENTS.**

SECTION	CONTENTS	PAGE
Part A	Invitation to Bid (SBD 1)	3
Part B	Terms and Conditions for Bidding (SBD 1)	4
Section: A	Special Instructions and Notices to Bidders regarding the completion of Bidding Forms	5 – 6
Section B	Registration on Central Suppliers Database	7
Section C	Declaration of Information on Central Suppliers Database	8
Section D	Official Briefing Session Form	9
Section E	Pricing Schedule (SBD 3)	10
Section: F	Declaration of Interest (SBD 4)	11 – 12
Section: G	Preference Points Claim Form in Terms of the Preferential Procurement Regulations (SBD 6.1)	13 – 16
Section: H	Authority to Sign a Bid	17
Section: I	Special Conditions of Contract	18 – 23
Annexure: A	Specification / Terms of Reference	24 – 37
Annexure B	General Conditions of Contract	36 – 52

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU-NATAL LEGISLATURE									
BID NUMBER:	KZNL 1/2026		CLOSING DATE:		21 SEPTEMBER 2026		CLOSING TIME:		11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR A PERIOD OF THREE YEARS								
Bid response documents must be deposited in the Bid Box situated on the Ground Floor, KwaZulu-Natal Legislature, 244 Langalibalele Street Pietermaritzburg 3201									
THE BID BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIME: MONDAY TO FRIDAY (EXCLUDING PUBLIC HOLIDAYS) 08:00 TO 16:00									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON	MR. N NGCAMU				CONTACT PERSON	ADV. KHWEZI MASONDO			
TELEPHONE NUMBER	033 355 7589				TELEPHONE NUMBER	033 355 7573			
FACSIMILE NUMBER					FACSIMILE NUMBER				
E-MAIL ADDRESS	tenders@kznleg.gov.za				E-MAIL ADDRESS	masondok@kznleg.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				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?			☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS									
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?							☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?							☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?							☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?							☐ YES ☐ 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, 2022, 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:

TOTAL BID PRICE: R.....

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

PLEASE NOTE THAT THIS BID IS SUBJECT TO THE SUPPLY CHAIN MANAGEMENT REGULATIONS ISSUED IN TERMS OF THE FINANCIAL MANAGEMENT OF PARLIAMENT ACT, 2009 (ACT NO. 10 OF 2009), THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances may the bid forms be retyped or redrafted.
3. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
4. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
5. Bids submitted must be complete in all respects. (All sections must be completed).
6. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
7. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
8. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
9. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
10. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
11. No bid submitted by telefax, telegraphic or other electronic means will be considered.
12. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
13. Any alteration made by the bidder must be initialed.
14. Use of pencil and correcting fluid is prohibited.
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. All consortia/joint ventures must submit individual company valid tax clearance certificate with pin. (Where required, individual company profiles must be included).
19. If a **compulsory briefing session/site inspection** is held, the bid document must be stamped and signed at the session. Failure to comply will render the bid disqualified at the time of closure of the bid.
20. The Legislature is not bound to accept any of the proposals submitted and reserves the right to cancel the bid at any time and to call for the best and final offers from shortlisted bidders before final selection.
21. The Legislature reserves the right to call for presentations/interviews with shortlisted bidders before final selection.
22. The Legislature reserves the right to appoint more than one service provider.
23. Prices will be deemed as firm for the first year and subject to statutory price increases. (**Note:** Any price escalation will be subjected to approval by the Legislature and will only be affected after the first completed year)
24. All bidders must attach all required annexures.
25. Bidding documents must be completed in accordance to the conditions and bidding rules contained therein.
26. The lowest or any proposal will not necessarily be accepted and the KZN Legislature reserves the right not to consider any proposal, not suitably endorsed or comprehensively completed, as well as the right to accept a proposal in whole or in part.
27. In the event the business is a going concern, it is the obligation of the company to submit proof of such a transaction
28. Registration on National Treasury's Central supplier Database (CSD) is compulsory. For more information on how to register go to www.csd.gov.za . Failure to submit a CSD supplier registration report will result in the disqualification of proposals.
29. If a company is a going concern, the bidder must provide sufficient information and proof of staff complement and infrastructure transfer from the old entity to the new.

30. Bidder must initial each and every page of the bid document.
31. **Compulsory briefing**

BID NUMBER:	KZNL 1/2026	COMPULSORY BRIEFING SESSION	01 SEPTEMBER 2026 AT 10:00	CLOSING DATE:	21 SEPTEMBER 2026	CLOSING TIME:	11:00
----------------	--------------------	-----------------------------------	---	------------------	----------------------------------	------------------	--------------

CONTRACT PERIOD: **36 Months**

VALIDITY PERIOD: **120 DAYS**

Tender Briefing session will be held on 01 September 2026 at 10:00 via Microsoft teams. Interested bidders are requested to forward their email addresses and name of the company to tenders@kznleg.gov.za before or on the 31 August 2026 at 16h00.

SECTION B
REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;

3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

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

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

....., WHO REPRESENTS (state name of bidder)

..... CSD Registration Number **MAAA**.....

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

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

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION D
OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

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

Site/Building/Institution Involved: KwaZulu-Natal Legislature

Bid Number: **KZNL 1/2026**

Goods/Service/Work: **APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR A PERIOD OF THREE YEARS**

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

On behalf of (company name) _____

Visited and inspected the site / attended the briefing session on **01 September 2026** and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ____/____/____

Name of Departmental or Public Entity Representative
(PRINT NAME)

Departmental Stamp with Signature

**SECTION E
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..... Closing Time 11:00	Bid number..... Closing date.....
---	--

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION	Price
1	Year 1	
2	Year 2	
3	Year 3	
SUB-TOTAL		
VAT AT 15%		
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)		

Required by:

KwaZulu-Natal Legislature

- At:

KwaZulu-Natal

SECTION F BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SECTION G

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes

all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$
Where		
Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$
Where		
Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Supporting Documents
25% black owned	5 points		ID of the directors of the companies with CK Document of the company, BBBEE certificate.
25% owned by persons who are youth	5 points		ID of the directors of the companies with CK Document of the company, BBBEE certificate.
25% black women-owned	5 points		ID of the directors of the companies with CK Document of the company, BBBEE certificate.
Company parameters must be within, the KZN Province	5 points		Proof of residence (lease, CSD report, water bill of the company, letter from the councilor etc.)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

SECTION H AUTHORITY TO SIGN A BID

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

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

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

.....
 hereby authorise Mr/Mrs/Ms
 acting in the capacity of
 whose signature is
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(If the space provided is not enough, a separate list should be attached)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

SECTION I
SPECIAL CONDITIONS OF THE CONTRACT
PART A - REQUIREMENTS FOR ALL KZN LEGISLATURE BIDS

1. ACCEPTANCE OF BID

- 1.1 The KwaZulu-Natal Legislature (KZN Legislature) is under no obligation to accept the lowest or any bid.
- 1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

2. RESERVATION OF RIGHTS

The KZN Legislature reserves the right to-

- a) invite bidders to make presentations regarding any aspect(s) of the bid before final selection;
- b) appoint more than one service provider;
- c) call for the best and final offers from shortlisted bidders before final selection;
- d) verify information and documentation of any bidder;
- e) carry out site inspections, product evaluations or explanatory meetings to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid;
- f) enter into price negotiations with the preferred bidder;
- g) not to consider any proposal not suitably endorsed or comprehensively completed as well as the right to accept a proposal in whole or in part;
- h) cancel and/ or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and /or after the preferred bidder(s) have been notified of their status as such.

3. BID PRICING

All bid prices should remain firm for the contract duration. It is the responsibility of the Bidder to consider all costs and all possible escalations when compiling bid prices. Once the bid is awarded, no request for contract price escalation will be considered except for contract price escalations as a result of statutory increases (e.g., increases in VAT or the minimum wage applicable to the bidder or the services.)

4. VAT

- 4.1. Bid prices must be inclusive of VAT.
- 4.2. A bidder must submit a tax invoice in respect of payments in terms of the contract. The tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
 - (a) The name, address and registration number of the supplier;
 - (b) the name and address of the recipient;
 - (c) an individual serialized number and the date upon which the tax invoice is issued;
 - (d) a description of the goods or services supplied;
 - (e) the quantity or volume of the goods or services supplied;
 - (f) either –
 - (i) the value of the supply, the amount of tax charged and the consideration for the supply; or
 - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

5. CHANGE OF ADDRESS

Bidders must advise the KwaZulu-Natal Legislature should their address (domicilium citandi et executandi) details change from the date of bidding.

6. COMMUNICATION

All correspondence about this bid must be addressed to:

THE HEAD OF SUPPLY CHAIN MANAGEMENT
KZN LEGISLATURE
244 LANGALIBALELE STREET
PIETERMARITZBURG
3201

7. COMPLETION OF SPECIFICATION

Where specifications are designed in such a way that responses would be required from bidders by the completion of schedules or forms, these schedules or forms must be completed and submitted as part of the bid document.

8. COMPLETENESS OF BID

Bids will only be considered if completed correctly and accompanied by all relevant certificates and any other necessary applicable information.

9. OTHER CONDITIONS OF BID

- 9.1. The successful bidder must be in a position to assume duty on the date stipulated in the letter of award to the bidder.
- 9.2. No bid received by telegram, telex, facsimile or email will be considered.
- 9.3. The bidder's response to the bid shall be made strictly according to the bid specification. No alternative offers will be considered.
- 9.4. Bidders must provide the following particulars about themselves as part of the bid, on their company letterhead:
 - (a) Details of their Headquarters
 - (b) Details of their Regional Office, if any
 - (c) Name, address and telephone number of their bankers together with their bank account number.
 - (d) The names, identity numbers and street addresses of all partners, in cases where the bidder is a partnership.
- 9.5. In cases where a bidder enters business for the very first time, the following particulars shall be provided:
 - (a) By whom, or with whose assistance was the business plan drafted?
 - (b) By whom, or with whose assistance were the bid prices calculated?
 - (c) Whose advice is relied on?
 - (d) Who will provide financial support?

a. The successful Bidder must–

- a) comply with all specifications and standards outlined in the specifications;
- b) comply with all legislation, South African National Standards (SANS) and best industry practices applicable to the successful Bidder and the rendering of the services or the supply of the goods;
- c) use and adopt reasonable professional techniques and standards in providing
- d) the services;
- e) monitor project implementation against set targets, costs and time frames;
- f) provide the services with all due care, skill and diligence;
- g) ensure continuity of services to the KZN Legislature;
- h) ensure that key personnel, its employees or engagement partners observe confidentiality and do not use any information obtained pursuant to this contract for any reason other than for the proper discharge of the bidder's obligations under this contract. The bidder must have systems in place to monitor compliance in this regard;
- i) where appropriate, appoint a project manager, who must, in addition to managing the project, **serve as** a single point of contact between the KZN Legislature and the successful bidder;
- j) ensure that its employees involved in the execution of the contract are suitably qualified, properly skilled, experienced, trained, and competent to render the services. The KZN Legislature may interview any person appointed by the successful Bidder to execute the contract to test their understanding of the key deliverables in terms of the contract;
- k) ensure that it has all the resources necessary to fulfil its obligations in terms of the contract and will not be entitled to any resources from the KZN Legislature to assist it in fulfilling its obligations;
- l) upon notice by the KZN Legislature, revise or amend any report that the KZN Legislature is not satisfied with, within a time period specified by the KZN Legislature in that notice; and
- m) immediately upon receipt of a notice from the KZN Legislature, promptly re-execute any portion of the services or replace any goods that are found to be in non-conformity with the contract. The successful Bidder is liable to the KZN Legislature for any other cost, damages or losses incurred or suffered by the KZN Legislature as a result of such non-conformity.

10. PAYMENT CONDITIONS

- a) The Service Provider must submit an invoice for any payment to be made. Subject to paragraph 10.2, the Office will pay the Service Provider, within thirty days of the Service Provider submitting an invoice for payment.
- b) Payment is subject to the satisfactory discharge of all obligations of the Service Provider and delivery of the goods or services to the KZN Legislature in terms of the contract. The KZN Legislature will not make payment to the Service Provider in the event the Service Provider fails to satisfactorily perform any of its obligations in terms of the contract.
- c) Payments will be made by an electronic transfer, into the Service Provider's Bank Account as appearing on the verified CSD report and invoice of that Service Provider;
- d) No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute;
- e) The KZN Legislature may withhold, deduct or set off from any monies due and owing to the Service Provider either in terms of this contract or any other contract that the Service Provider may have with the KZN Legislature, an amount equal to the amount of any outstanding claims that the KZN Legislature may have against the Service Provider for damages, costs or any other indebtedness arising out of this contract: Provided that the KZN Legislature will provide the Service Provider with written notice of its intention to offset, supported by reasonable detail of the actual damages, costs or indebtedness incurred by the KZN Legislature. A certificate of indebtedness signed by the Chief Financial Officer of the KZN Legislature, reflecting the amount due and payable shall be sufficient and conclusive proof of the contents and correctness thereof for the purposes of withholding, deduction or set off by the KZN Legislature or payment by the Service Provider or for provisional sentence, summary judgement or any other proceedings against the Service Provider in a court of law and shall be valid as a liquid document for such purposes.
- f) In the event that the KZN Legislature institutes legal action against the Service Provider for any matter in connection with the contract, the Service Provider will be liable to pay the KZN Legislature's legal fees on an Attorney and own client scale.

11. LIABILITY

The Service provider is responsible and liable for-

- a. the conduct, acts and omissions of its employees and the service provider's agents or representatives. The service provider indemnifies the KZN Legislature against any claims whatsoever arising from its conduct and or the conduct of its employees, representatives or agents; and
- b. injury to any person, loss or damage suffered by the KZN Legislature, which is occasioned by any unauthorized act, omission, negligence, breach of this contract or breach of any legislation or statutory duty by the service provider or the service provider's employees, agents or representatives. Under such circumstances, the service provider must, at its own expense, make good the loss or damage on demand and on the terms of the KZN Legislature.

12. WARRANTIES AND REPRESENTATIONS

The Service Provider warrants that-

- a) the Service Provider has the capacity and resources to render the services as specified;
- b) on delivery of the goods or services, the goods or the services will be suitable for the purpose stipulated in this contract;
- c) the goods or services will comply with these specifications. Any unilateral departure by the Service Provider from such specifications or standards is a breach of the contract;
- d) no fact or circumstances exist that may materially affect its capacity to perform its obligations under this contract;
- e) it is the owner of, or has a good title to all goods or services delivered in terms of this contract; and
- f) it shall at all times have, and comply with, all legal requirements and with the terms and conditions of all necessary licenses, certificates, authorisations and consents required under the laws of the Republic of South Africa.

13. TERMINATION OF CONTRACT

13.1. The KZN Legislature reserves the right to disregard a bid or cancel the contract with the service provider if the KZN Legislature has reason to believe that the Bidder or service provider:-

- a. has failed to comply with any legal or policy requirement in order to enter into a valid contract with the KZN Legislature;
- b. has acted in a fraudulent manner or in bad faith in obtaining this contract;
- c. after notification that the bid has been conditionally accepted, either fails, refuses, neglects or causes undue delays when called upon to sign the contract and service level agreement prepared by the KZN Legislature;
- d. has entered into any arrangement or agreement with any other natural or corporate person, whether legally binding or not, to bid at an agreed price.
- e. breaches any applicable South African National Standards (SANS), legislation or policy; or

- f. failed to fulfil its contractual obligations in terms of the contract.

13.2. The KZN Legislature may immediately terminate the contract without any notice to the service provider if any of the following circumstances occur or exist:

If the service provider –

- a. commits an act of professional misconduct or professional or technical incompetence, which is substantial and serious;
- b. commits or participates in any unlawful, dishonest or unethical act in the performance of its obligations under this contract; or
- c. repeatedly breaches the contract (two or more times) during the contract period.

14. UNSATISFACTORY PERFORMANCE

14.1. Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

14.2. Subject to the KZN Legislature's right to terminate the contract with or without notice, the KZN Legislature shall warn the service provider by way of a written breach notice that action will be taken in accordance with the contract conditions unless the service provider complies with the contract conditions and delivers satisfactory supplies or services within the time specified in the notice. If the unsatisfactory performance persists, despite the said breach notice, the KZN Legislature will act in accordance with the breach and termination provisions applicable to the Bid, which may include termination of the contract or enforcement of the contract and a claim for damages that was suffered as a result of the non-performance of the Service Provider.

15. JOINT VENTURES

15.1. Should this bid be submitted by a joint venture; a certified copy of the joint venture agreement must accompany the bid document before the closing date and time of the bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.

15.2. Failure to submit the joint venture Agreement and required supporting documents as per this bid's special instructions will result in preference points not being allocated to all companies participating in the joint venture.

16. EXECUTION CAPACITY

The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered successfully. The bidder must therefore supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

17. DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER

The bidder must furnish the following details of all current contracts, if any:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

18. TAX OBLIGATIONS

18.1. Bidders must be tax compliant when submitting bids to the KZN Legislature and must remain compliant with all applicable tax legislation for the entire contract term. It is a condition of this bid that the tax matters of the successful bidder(s) be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

18.2. The Bidder's Tax Clearance Certificate and Pin must be submitted with the bid before the closing date and time of the bid.

18.3. Each party to a Joint Venture/Consortium must submit a valid Tax Clearance Certificate and Pin together with the bid at the closing date and time of the bid.

18.4. It is an offence to deregister for VAT purposes after an award has been made by the Legislature, and in the event that the Legislature establishes that a supplier or service provider has deregistered after an award has been made, and continues to claim VAT, the Legislature may summarily cancel the contract and prohibit the offender from doing any further business with the Legislature in accordance with the KZN Legislature SCM Policy.

19. REGISTRATION WITH STATUTORY BODIES

Bidders must ensure that their employees are registered for both the Compensation Fund and Unemployment Insurance Fund (UIF), where applicable and must ensure that they abide by all relevant and applicable legislation/s and all applicable regulations pertaining to the required services.

20. EQUAL BIDS

- 20.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 20.2 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

21. LATE BIDS

- 21.1. Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 21.2. A late bid shall not be considered and, where practicable, shall be returned unopened to the bidder. No late bids are accepted.

22. NOTIFICATION OF ADJUDICATION OF BIDDER AND ADVERTISING OF RESULTS

- 22.1. Notification of the Adjudication of a bid shall be in writing by a duly authorized official of the KZN Legislature.
- 22.2. Bid results will be advertised on the same media platforms used for the advertisement of the tender invitation.

23. AWARD GRIEVANCES

Bidders aggrieved by the outcome of the bid award by the KZN Legislature may appeal to the Accounting Officer in the manner prescribed by the Supply Chain Management Policy of the KZN Legislature.

24. VALIDITY PERIOD AND EXTENSION THEREOF

The validity (binding) period for the bid will be 120 days from the close of the bid. However, circumstances may arise whereby the KZN Legislature may request bidders to extend the validity (binding) period. Should this occur, the KZN Legislature will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be made before the expiry of the original validity (binding) period.

25. SECURITY VETTING:

Security vetting will be carried out by the KZN Legislature on all personnel involved in the contract.

26. BID ACCEPTANCE AND CONTRACT

The preferred bid will be accepted subject to the condition that the preferred bidder signs a contract and service level agreement with the KZN Legislature within a specified time frame. This bid, together with its terms, conditions and specifications, the bid response (excluding any counter conditions of the bidder), and the GCC will form part of the contract between the KZN Legislature and the successful bidder.

27. CESSION AND ASSIGNMENT

The bidder shall not, after the bid has been awarded, assign nor cede the contract or agreement or any part thereof or any interest therein to any other party without the prior written consent of the Accounting Officer of the Legislature.

28. AMENDMENT OF CONTRACT

Any amendment to the contract between the parties must always be done in writing and shall be signed by both parties, subject to legal vetting by the Legal Services of the KZN Legislature of any amendment to the contract before it is signed.

29. EXTENSION OF CONTRACT

- 29.1. It is the normal policy that contracts are not extended. However, circumstances may arise whereby an extension of the contract may be considered and the KZN Legislature reserves the right to approach existing service provider(s) to extend the contract for such period agreed to, subject to clause 29.2.

- 29.2. A contract may only be extended for a period determined by the Accounting Officer from time to time, however, such period may not exceed the initial contract period.

30. IRREGULARITIES AND CONFLICTS OF INTEREST

Bidders are encouraged to advise the KZN Legislature timeously of any possible irregularities which might come to their notice in connection with this or other contracts. Bidders must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in executing the contract. Bidders must identify any potential conflicts and bring them to the attention of the KZN Legislature.

PART B - SPECIAL REQUIREMENTS OF THIS BID

1. CONTRACT PERIOD

The contract period: 36 Months

2. REFERENCES

A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects in which the bidder is currently engaged (Refer to Evaluation Criteria).

3. UIF

The winning bidder is required to pay UIF on monthly basis for the resources allocated in the contract

4. ALLOCATION OF WORK (STAFF RETEIN)

The winning bidder is required to retain 25 percent of the staff compliment from the current contract.

ANNEXURE A

BID SPECIFICATION

OR

TERMS OF REFERENCE:

**APPOINTMENT OF SERVICE PROVIDER TO RENDER
CLEANING AND HYGIENE SERVICES FOR A PERIOD
OF THREE YEARS**

KZNL 1/2026

SPECIFICATION FOR APPOINTMENT OF SERVICE PROVIDER TO RENDER CLEANING AND HYGIENE SERVICES FOR A PERIOD OF THREE YEARS

SECTION A: CLEANING SERVICES

1. INTRODUCTION AND BACKGROUND

The KwaZulu-Natal Legislature (Legislature) intends to appoint a service provider that will provide cleaning services at the KZN Legislature based at 244 Langalibalele Street (the Legislature Administration Building) and 245 Langalibalele Street (the Legislature precincts which will include the Speaker's Cottage, Senate Building, Chamber Building, Green's Chambers, Nathan's Chambers, the Credit Indemnity Building and the Law Society building 16 & 17 Chancey lane), Pietermaritzburg. Consequently, the KZN Legislature requires the services of a competent and qualified service provider to render cleaning services as specified in this bid document.

2. OBJECTIVES

The objective of the specification is to appoint a suitable Service Provider that will render the service of hygiene and deep cleaning in all offices of KwaZulu-Natal Legislature for a period of thirty-six (36) months.

3. TERMS AND CONDITIONS OF THE PROPOSAL

- (a.) The Labour Relations Act, 1995 and other relevant legislative prescripts must be complied with. The KZN Legislature will not tolerate service providers exploiting their cleaning staff
- (b.) Compliance with the Department of Labour under the Sectoral Determination for Contract Cleaning Sector-Wages is of utmost importance and the Legislature reserves the right to conduct a random check of the service providers' payroll records.
- (c.) Awarding of the proposal will be subject to the Service Provider expressing acceptance of the Legislature's special and the general conditions of contract.
- (d.) The Service Provider may not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation shall result in disqualification.
- (e.) In cases where a company, partnership or close corporation commences business for the first time or either don't have capital, full particulars of a registered, reputable financial institute/ company that will assist with the commencement of project e.g. buying material and equipment, must be furnished.
- (f.) Service Providers must give the assurance that all workers will be under proper supervision. Any liaison regarding the daily needs will be through the supervisor and not directly with workers. Supervisor must ensure that cleaning and hygiene material are always available and that it is replaced as required.
- (g.) The Service Provider must have valid public liability insurance with a reputable insurance company AND submit documentary proof together with their bids. Premiums must be paid monthly after the award for the duration of the contract. The contract will only be signed upon proof of public liability cover of no less than R 1 Million.
- (h.) All legislations relating to cleaning and hygiene services must be adhered to by the Service Provider. All equipment and cleaning material must comply with South Africa Bureau of Standards (SABS) and Occupational Health and Safety Act must be of high quality.
- (i.) The Legislature reserves the right to conduct tests and analysis on the cleaning and hygiene detergents and equipment provided by the service provider to ascertain the quality and compliance to SABS standards.
- (j.) No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used.
- (k.) All equipment and cleaning, hygiene material must be provided by the service provider. (as indicated in the specification.).

- (l.) Any short coming on these terms and conditions must be identified by the service provider prior the awarding of the bid. Any short coming identified by the service provider after the bid has been awarded and that may have an impact on the contract price, will be for the account of the service provider.
- (m.) Should the service provider not comply with any of the terms and conditions contained in this document during the contract period, the Legislature reserves the right to cancel the contract within one month written notice.
- (n.) The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- (o.) Provide all personnel working under this contract with protective clothing(uniform), which clearly states the name of the Service Provider.
- (p.) Ensure that the Legislature is informed of any removal and replacement of personnel for security reasons.
- (q.) Provide Management report as and when required to do so. The report shall be based on different services and shall cover all work performed and completed during the month.
- (r.) The Legislature shall:
 - (i.) Conduct business in a courteous and professional manner with the Service Provider.
 - (ii.) Not be liable of accounts/ expenses incurred by the Service Provider that was not agreed to by the contracting parties.
 - (iii.) Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.
- (s.) Both parties (Legislature and Service Provider) shall enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification will also form part of the service level agreement.

4. AREAS TO BE CLEANED

4.1 The whole of Legislature precinct, including all:

- (i) Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, photocopying and printing rooms, kitchens, and verandas.
- (ii) Internal windowsills and sun hoods
- (iii) Lights fittings, fire hose reels recesses, accessible pipes and fittings
- (iv) Waste paper and refuse bin areas
- (v) All areas and surfaces not specifically excluded from this contract.

Areas excluded from this contract are the electrical equipment rooms, server rooms, transformer rooms etc.

4.2 Under certain exceptional circumstances, on an ad hoc basis, the service provider may be required to clean certain areas which are outside the Legislature precinct but that may be required for use by the Legislature.

5. SPECIALISED EQUIPMENT

- (a) Computers, photographic equipment, photocopy machines, printing machinery facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the contract cleaners as cleaning may result in such equipment being damaged or defaced.
- (b) Rooms housing specialized equipment (e.g. server rooms) may only be cleaned when accompanied by and under the direct supervision of an official of the office concerned.

6. MATERIALS, COMMODITIES AND CONSUMABLES

No	DESCRIPTION
1.	DISINFECTANTS Disinfectant liquid of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilized inorganic chlorine compounds shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459
2.	CLEANERS

	Ammoniated liquid detergent cleaners to comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid cleaner for sanitary ware shall comply with SABS 1257. Dish washing liquid must be of an acceptable standard (SABS 825)
3.	Toilet Seat Wipes Refill toilet seat wipes dispensers in each cubicle of the ladies' toilets.
4.	Sanitary Towel Receptacles Receptacles must be attractive, compact as possible and constructed in such a manner that the interior of the receptacles cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle. The receptacle must contain deodorizing agents that will effectively prevent germs and odor. One such receptacle shall be provided in cubicle of the ladies' toilets, receptacles will need to be serviced forth nightly and as required.
5.	Paper Towels Single rolls, single ply perforated, white in accordance with CKS 614.
6.	Toilet papers Double ply perforated, white virgin paper, each roll 350 sheets and the sheet size of 100 mm x 110mm is required.
7.	Hand Soap Dispensers Liquid soap in accordance with SABS specifications to be supplied to dispensers.
8.	Deodorant Blocks To be available in all urinal basins and comply with the SABS approved specification.
9.	Urinal sanitizer / dispenser To be mounted on the wall next to the urinal basin and comply with SABS approved specification.
10.	Floor Finishes Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned with an approved water-based floor stripper complying with SABS 1224 and two coats of an approved polymer metalized floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions. Tile, granite, terrazzo floors and glazed surfaces are to be cleaned with approved detergents complying with SABS 525.
11.	Air Fresheners Air freshener (aerosol) with anti-theft brackets in each toilet. 45 required and dispense in every 10 minutes.

7. GENERAL REQUIREMENTS

7.1 Equipment Requirements

In addition to normal equipment provided by the cleaning Service Provider, the following must be provided:

- Vacuum Cleaners** – owned by the service provider.
- Carpet shampooers** – the service provider must be in position to shampoo carpets immediately on request, with suitable equipment that will remove all excess water from carpets.
- Squeegees** - must be used, as opposed to mopes, for cleaning of floors.
- Extension cords** - necessary for the performance of cleaning service.
- Polishers** - must be padded, to avoid damage to skirting boards.

7.2 Refuse/Garbage bags

Refuse or garbage bags of a quality acceptable to the Client must be provided to remove waste from waste bins in offices to the trolley bins.

7.3 Dusting of window sills

Utmost care must be taken when dusting windowsills, to avoid damage to blinds.

7.4 Installation of dispensers

Utmost care must be taken when installing and removing dispensers, to avoid damage to tiles on walls.

7.5 Board/Committee rooms

These venues are always to be kept clean and not only just prior to and after meetings and the frequency of meetings to be done in consultation with the relevant unit.

7.6 Washing of cups/saucers etc.

Cups/saucers etc. to be collected from central identified points on each floor twice a day (morning/afternoons) to be washed and returned to the same point.

7.7 Support logistics arrangements for boardroom bookings

Provide logistic support to the Legislature on refreshments, water, tea and coffee prior to meetings as and when required.

8. SCOPE

The following areas must be cleaned as indicated:

No.	DESCRIPTION:	STANDARD METHOD:	FREQUENCY:
1.	Power skirtings	Dust and damp wipe	Weekly
2.	Radiators	Dust	Twice weekly
		Damp wipe	Weekly
3.	Railings	Dust and damp wipe	Daily
4.	Refrigerators	Damp wipe top	Twice weekly
		Damp wipe doors & sides	Weekly
		Remove contents & damp wipe shelves	Weekly
		Defrost and clean shelves and inside surfaces	Once monthly
5.	Rubbish bins	Empty and damp wipe	Daily
		Remove stains and disinfect	Daily
6.	Screens	Vacuum	Monthly
		Shampoo	As required
7.	Shelves	Dust those that are empty	Weekly
		Damp wipe when shelves are cleared	As required
8.	Shower	Remove fats and grease from walls, door and floor using hard surface cleaner	Daily
9.	Sinks	Wet wipe	As necessary
10.	Skirting	Dust	Twice weekly
		Damp wipe	Weekly
11.	Stairs	Sweep, dust, mop or vacuum treads	Daily
12.	Mirrors	In washrooms – wet wipe and dry	Daily or as necessary
		Ornamental – use glass cleaner	Weekly
13.	Ornaments	Dust and damp wipe	Twice weekly
14.	Partitions	Spot clean	As necessary
		Wet wipes washable surfaces	Twice annually
		Clean glass with glass cleaner	Monthly
15.	Paving (Smoking Area)	Remove litter	Daily
		Remove dust by sweeping	Weekly
16.	Pictures	Dust frames	Weekly
		Damp wipe frames	Weekly
		Clean glass with glass cleaner	Monthly
17.	Pipes	Dust	Weekly
		Damp wipe	Monthly
18.	Plugs	Damp wipe	Weekly
19.	Kitchens	Wash dishes	Daily
		Crockery and cutlery washed, dried and stored	Daily
		Floors and work surfaces damp mopped / wet wiped and dried	Daily
		Wall and cupboard doors wet wipe and dried	Twice weekly
		Cupboard storage cleared, wet wiped and disinfected	Monthly
20.	Lamps	Dusted	Daily
		Damp wiped	Weekly
21.	Lavatories	Ensure usability and replenish consumables	3 or more times daily (maximum 5 times)
		Remove soilage from bowl and under flush rim with hard surface cleaner and a brush	Daily or as Necessary
		Remove mineral deposits	Monthly

No.	DESCRIPTION:	STANDARD METHOD:	FREQUENCY:
		Wet wash seat and lid, cistern and pipes, etc.	Daily or as necessary
		Disinfect all components	Daily
		Wet wipe doors and walls	Twice weekly or as necessary
22.	Lifts	Sweep, damp mop or vacuum as appropriate for floor type	Daily
		Remove marks from doors and control panes	Daily
		Damp wipe walls	Weekly
23.	Lights	Dust	Monthly
		Damp wipe	Twice annually
24.	Light switch	Damp wipe	Weekly
25.	Hard Floors	(Ceramic, marble, porcelain, granite, brick, concrete etc.)	
		High traffic:	
		Remove dust with mop or disposable cloth sweeper	Daily
		Damp mop for soilage	As necessary
		Spray clean using merchandised system	Weekly
		Machine scrub and dry	As necessary
		Low traffic:	
		Remove dust with mop or disposable dust sweeper	Daily
		Damp mop for soilage	As necessary
		Spray clean using a merchandised system	Weekly
		Machine scrub and dry	As necessary
26.	Furniture	Natural / unsealed wood	
		- Dust	Daily
		- polish	Twice daily
		Seal wood / glass/formica chrome /steel /plastics	
		- dust	Daily
		- polish	Weekly
27.	Heaters	Dust and damp wipe	Weekly
28.	Doors	Remove finger-marks on glass and push plates	Daily
		Dust or damp wipe	Weekly
		Damp wipe door handles	Weekly
29.	Electronic / Electric equipment	Dust	Daily
		Damp wipe	Weekly
30.	Fire escapes	Treads -sweep	Weekly
		Hand rails – damp wipe	Weekly
31.	Floors resilient (vinyl, PVC, linoleum, sealed wood, etc.)	High Traffic:	
		Remove dust with mop or disposable cloth sweeper	Daily
		Damp mop for soilage	As necessary
		Spray clean or burnish using a merchandised system	3 times weekly
		Light scrub and apply maintenance coat	As necessary
		Strip clean and reseal	As required
		Low Traffic:	
		Remove dust with mop or disposable cloth sweeper	Daily
		Damp mop for soilage	As necessary
		Spray clean or burnish using a merchandised system	Weekly
		Light scrub and apply maintenance coat	As necessary
		Strip clean and reseal	As required
32.	Windows	Clean interior and exterior faces of all accessible windows	Once monthly
33.	Walls	Dust or damp wipe	As required
34.	(a) Maintaining and cleaning of the Legislature Administration building and 245 Langalibalele Street (the Legislature precincts which will include the Speaker's Cottage, Senate Building, Chamber Building, Green's Chambers, Nathan's Chambers, the Credit Indemnity Building and the Law Society building; namely 16 & 17 Change Lane) every week from Monday to Friday and shall also include: (i) Floor cleaning;		

No.	DESCRIPTION:	STANDARD METHOD:	FREQUENCY:
	(ii) Ablution cleaning; (iii) Kitchen cleaning; (iv) Hard and resilient floor cleaning; (v) Vacuum and steam cleaning of carpets; and (vi) Cleaning / Vacuuming of the curtains in the Main Chamber. (b) Providing guidance on the optimum use of equipment and materials; (c) Deep cleaning of both the Legislature buildings once per month. The deep cleaning will involve cleaning of all offices in all Legislature buildings as follows: (i) Deep cleaning of all carpeted offices; (ii) Hard and resilient floor cleaning; (iii) Vacuum and steam cleaning of carpet tiles; (iv) Ablution cleaning; and (v) All windows, inside and outside both buildings NOTE: The service provider will use its own equipment and materials in performing deep cleaning services.		
35	(a) Overtime rate per head in respect of offsite services when required		

9. MACHINERY AND MANNING REQUIREMENTS

The company must itemize the machinery or other equipment that their company will utilize at the LEGISLATURE to successfully execute the contract. The Legislature requires 22 cleaning staff for the execution of the contract, 6 of which must be males.

10. CLEANING MATERIALS

- (a.) The company must complete the cost breakdown for cleaning materials that their company will utilize at the LEGISLATURE to successfully execute the contract.
- (b.) The bidder must provide all cleaning materials and chemicals required to execute the contract. Legislature will not provide any cleaning material.

11. COST BREAKDOWN FOR CLEANING SERVICE

11.1 The scope of the contract is as per the specification and other documents making up the bid.

11.2 Bidders must include costing for machinery and manning requirements and cleaning materials. (Please attach a separate page if space below is insufficient)

12. STAFFING REQUIREMENT

Cleaning personnel must commence work daily by arrangement between 07:00 to 16:00. Cleaning and hygiene staff required:

- (a.) Supervisors **02**
- (b.) Cleaners **20**

BID PRICING FOR CLEANING SERVICE

Bid prices must be firm for the period of thirty-six (36) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting a breakdown of the cost structure of the bid price in South African monetary value.

Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (a.) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (b.) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (c.) UIF
- (d.) Provident Fund

- (e.) Bargaining Council Levy
- (f.) Severance Pay
- (g.) Maternity Leave
- (h.) Holiday Pay
- (i.) Uniforms
- (j.) Training
- (k.) Profit
- (l.) Material/equipment
- (m.) Insurance

The tendered rates must be firm and inclusive of VAT. Only statutory price adjustments will be considered during the duration of the contract.

SECTION B:

A. HYGIENE SERVICES

As part of this bid, the service provider is also required to render hygiene services and the supply of consumables.

No.	No. of units:	Description:
1.	41	Sani bin service
2.	62	Seat wipe re-fills
3.	20	Sani fluid re-fills
4.	80	Hygiene Deep Clean
5.	87	Hygiene Deep Clean

B. SCOPE OF WORK

Clean the toilet bowls, seats, urinals, walls and mirrors using relevant sanitizers and disinfectants twice a day. Conduct regular spot check in all ablution areas. Empty hand-towel bins daily. The service provider shall be responsible for the maintenance of the hygiene equipment. The service provider shall ensure that defective equipment will either be replaced or repaired within 72 hours from the time that such defective equipment is reported by the Legislature and/or by its staff members.

C. FORTNIGHTLY CHEMICAL DEEP CLEAN OF ALL BASINS, TOILETS, AND URINALS AS FOLLOWS:

(1) Toilets

- (a.) Descale and remove all uric acid encrustations and other deposits from the bowl, under the flush rim and down the bend.
- (b.) Clean and disinfect all surfaces i.e. seats, seat hinges, cover and cistern handle.
- (c.) Wash walls and floor in immediate area.
- (d.) Empty and chemically treat sanitary bins in female toilets.

(2) Urinals

- (a.) Descale and remove all uric acid encrustations and other deposits from fitment.
- (b.) Remove the grating, clear away all waste matter around the trap, clean and disinfect.
- (c.) Wash walls and floor in immediate area.

(3) Washbasins and Sinks

- (a.) Clean and disinfect internal and external surfaces.
- (b.) Clean out deposits and clear overflows and waste pipes of waste deposits.
- (c.) Clean and disinfect all taps, plugs and plug chains and outlets.
- (d.) Wash walls and floor in immediate area.

NUMBER OF TOILETS

FEMALE	MALE
31 x toilet cubicle	31 x toilet cubicle 20 x urinals

Service provider to service and maintain the supply of consumables for the following:

1. Paper towel dispenser, to be filled with roller towels	±30
2. Empty bins for depositing of soiled paper towels (wall mounted)	±30
3. Automatic air freshener dispensers with timer	45
4. Sanitary towel bins	41
5. Plastic bags for the disposal of soiled sanitary towels	41
6. Seat wipe dispensers & refills	±62
7. Wash Hand Basin Soap Dispenser	±48
8. Lockable Toilet Roll Holder	±62
9. Urinal Sanitiser Dispensers (to be serviced monthly)	20

D. BID PRICING FOR CLEANING AND HYGIENE SERVICE

Bid prices must be firm for the period of thirty-six (36) months and must include VAT. It is required that the bidder clearly detail the monthly price (inclusive of VAT) by submitting a breakdown of the cost structure of the bid price in South African monetary value.

Bidders are reminded that the following aspects must be taken into consideration when costing this bid:

- (a.) Wages (Based on the minimum wage for cleaners in the Contract Cleaning Industry. Please include Registration Certificate with the Bargaining Council for the Contract Cleaning Industry)
- (b.) Compensation for Occupational Injuries and Diseases (COID) previously known as Workmen's Compensation
- (c.) UIF
- (d.) Provident Fund
- (e.) Bargaining Council Levy
- (f.) Severance Pay
- (g.) Maternity Leave
- (h.) Holiday Pay
- (i.) Uniforms
- (j.) Training
- (k.) Profit
- (l.) Material/equipment
- (m.) Insurance

Year 1

No.	Description	Total Cost Per Month	Total Cost Per Annum
1	Labour costs for 2 Cleaner Supervisor as per BCCCI		
2	Labour costs for 20 Cleaner Supervisor as per BCCCI		
3	Deep Cleaning services, chemicals and equipment quarterly (four times) in a year for a 12 925 sqm buildings		
4	Cost of Hygiene Services		
5	Cost of Cleaning Consumables, Chemicals / Commodities for a 12 925 sqm buildings		
6	Overheads		
7	Profit		
8	Safety File including yearly medicals for all employees , valid public liability cover of 1 Million		
9	Daily supply of two Ply Toilet Paper each toilet through out the month		
	Total Excl. VAT		
	VAT		
	Total Incl. VAT		

Year 2

No.	Description	Total Cost Per Month	Total Cost Per Annum
1	Labour costs for 2 Cleaner Supervisor as per BCCCI		
2	Labour costs for 20 Cleaner Supervisor as per BCCCI		
3	Deep Cleaning services, chemicals and equipment quarterly (four times) in a year for a 12 925 sqm buildings		
4	Cost of Hygiene Services		
5	Cost of Cleaning Consumables, Chemicals / Commodities for a 12 925 sqm buildings		
6	Overheads		
7	Profit		
8	Safety File including yearly medicals for all employees , valid public liability cover of 1 Million		
9	Daily supply of two Ply Toilet Paper each toilet through out the month		
	Total Excl. VAT		
	VAT		
	Total Incl. VAT		

Year 3

No.	Description	Total Cost Per Month	Total Cost Per Annum
1	Labour costs for 2 Cleaner Supervisor as per BCCCI		
2	Labour costs for 20 Cleaner Supervisor as per BCCCI		
3	Deep Cleaning services, chemicals and equipment quarterly (four times) in a year for a 12 925 sqm buildings		
4	Cost of Hygiene Services		
5	Cost of Cleaning Consumables, Chemicals / Commodities for a 12 925 sqm buildings		
6	Overheads		
7	Profit		
8	Safety File including yearly medicals for all employees , valid public liability cover of 1 Million		
9	Daily supply of two Ply Toilet Paper each toilet through out the month		
	Total Excl. VAT		
	VAT		
	Total Incl. VAT		

ITEM NO.	DESCRIPTION	Price
1	Year 1	
2	Year 2	
3	Year 3	
	SUB-TOTAL	
	VAT AT 15%	
	GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)	

F. DOCUMENTS FOR SUBMISSION

The proposal should include the following, properly indexed: -

- (a.) A valid original tax clearance certificate and PIN.
- (b.) Proof of registration with Workmen's Compensation
- (c.) Proof of public liability (Certified copy by insurance company/ letter of Intent from the Insurance company)
- (d.) The successful bidders must be registered with the relevant statutory body i.e. Bargaining Council for Cleaners. The bid document must be accompanied by certified copies of certificates / proof of registration with the Council.
- (e.) A detailed budget breakdown of cleaning material, equipment, staffing and overheads. Only firm prices will be accepted. The pricing must be fixed for the duration of the projects. Price adjustment will only be acceptable only if there's CPI increase.
- (f.) Company profile with contact details and addresses and clearly specify the main business area. The HR policy must also be included in the company profile.
- (g.) Detailed list of current and completed contracts of similar nature, value of contract, duration, the scope and size of client.
- (h.) **Attach proof of a registered, valid and compliant sanitary waste removal management company that will be contracted by the bidder to remove sanitary waste.**
- (i.) Directors of the bidding company/joint venture/consortium must attach copies of their ID documents to the bid.

G. RETAINER

The service provider is expected to retain at least 25% of the current employees rendering the cleaning service for purposes of continuity.

H. EVALUATION PROCESS

The Preferential Procurement Policy Framework Act, 2000 and Preferential Procurement Regulations, will apply in the evaluation and adjudication of this bid (80/20 preferential point system). The Legislature reserves the right not to accept any bid or part of bids as detailed above in "SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS" of the bid.

Bids will be evaluated and adjudicated as follows:

Stage 1: Mandatory Requirements

This stage assesses the bid response against eligibility criteria. Failure to comply with or satisfy all the mandatory requirements below will result in disqualification of the bid. Proof must be provided.

Bid Submission Requirements checklist	Comply	Not Comply
VALID COIDA (Letter of good standing) <i>The certificate/letter must be attached (This will be verified with the Department of Labour)</i>		
VALID Registration Certificate with the Bargaining Council for the Contract Cleaning Industry		
VALID Copy of Insurance for Public Liability Cover from insurance brokers not less than R1 million <i>Letter must be attached</i>		
Attach proof of a registered, valid and compliant sanitary waste removal management company that will be contracted by the bidder to remove sanitary waste		

NB: Bidder must include a safety file costing on their proposal. A recommended bidder will be required to submit a safety file prior to being awarded, failure to which will result in disqualification (Bidders are not obligated to

submit a safety file with proposals on the closing date). Failure to submit or to meet all the safety file requirement will lead to disqualification.

Stage 1: FUNCTIONALITY

The Functional / Technical criterion that will be utilized to test the capability of service providers was set as follows: Technical / Functionality will be evaluated against the following detailed requirements:

Criteria				Points Allocated
Experience in providing cleaning services. (Attach contactable references including letters. The reference letter must have the following: - Referral company letterhead. - Letter to stipulate the contract period Signed Contact Details incl email address of the referee The reference letter must not be older than 2 Months of the bid closing date	Execution of 5 or more similar projects	5	5	25
	Execution of 4 similar projects	4		
	Execution of 3 similar projects	3		
	Execution of 2 similar projects	2		
	Execution of 1 similar project	1		
	No similar projects	0		
Sound financial bank statement (not older than three months and with minimum of R250 000 Balance)	Proven healthy financial flow of funds	2	5	10
	Deficit or unhealthy signs of cash flow in the statement	0		
Demonstrate experience of the service provider – a detailed executive summary and company profile listing all services rendered, contract price and name of the institution serviced	+ 10 years	5	5	25
	7 - 9 years	4		
	5 – 6 years	3		
	4 years	2		
	2 – 3 years	1		
	Up to 1 year	0		
Methodology and plan to deliver the envisaged deliverables as outlined in the Terms of Reference above.	A complete, detailed and practical approach as well as a presentable and understandable layout.	5	5	25
	A practical approach as well as a presentable layout.	3		
	A very vague approach with no clear layout	0		
Compliance with standards as outlined in the Terms of Reference above	Demonstrate how the service provider would adhere to the applicable standards and legislation. E.g. Occupational health and safety act	3	5	15
	Partly Demonstrate how the service provider would adhere to the applicable standards and legislation. E.g. Occupation, health and safety act	1		
	Failure to demonstrate how the service provider would adhere to the applicable standards and legislation. E.g. Occupational, health and safety act	0		
TOTAL				100

All bidders who score 80% or more will be considered for Price and Preference evaluation.

Stage 3: Price and Preference (SBD 6.1)

SURNAME AND INITIALS OF COMPANY REPRESENTATIVE

DATE

SIGNATURE

COMPANY OFFICIAL STAMP

**ANNEXURE B
GENERAL CONDITIONS OF CONTRACT³**

**THE NATIONAL TREASURY
Republic of South Africa**



**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.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. 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.

³ A copy of the complete document set containing the General Conditions of Contract is available on www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/

GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

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 | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>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.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>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.</p> |
| 21. Delays in the supplier's performance | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)