# 5/2/1/1/2026-2027/283

## APPOINTMENT OF A SERVICE PROVIDER TO RENDER GENERAL CLEANING SERVICES FOR DEPARTMENT OF AGRICULTURE AT SEFALA BUILDING AND AT AFRICAN FOOT-PRINT BUILDING IN GAUTENG FOR THREE (3) MONTHS.

**CLOSING DATE: 16 OCTOBER 2026 @ 16:H30**

**TECHNICAL ENQUIRIES** : Mr Joseph Mbatha
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**QUOTATION RELATED ENQUIRIES** : Ms. Kedumetse Modise
TEL : (012) 312 8385/8363/8385/8415/8401
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**NB: QUOTATIONS MUST BE DEPOSITED IN THE QUOTATION BOX AT RECEPTION**

**Quotation Box (Reception)**
**Department of Agriculture**
**20 Steve Biko Road**
**Arcadia**
**Pretoria**
**0001**

**NB: THE PRICING SCHEDULE, COMPRISING OF 10 PAGES, MUST BE FULLY COMPLETED**

**80/20 PRINCIPLE WILL BE APPLICABLE FOR THIS REQUEST OF WHICH 80 POINTS WILL BE FOR PRICE AND 20 POINTS FOR SPECIFIC GOALS**

agriculture
Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

2030 NDP

**Directorate**: Demand and Acquisition Management Services**: Division:** Acquisition Management
**Enquiries: Ms Kedumetse Modise:** Tel: (012) 312 8385/8363/8401/8415

YOU ARE HEREBY INVITED TO QUOTE TO THE DEPARTMENT OF AGRICULTURE

**RFQ NO**: 5/2/1/1/2026-2027/283
**CLOSING TIME**: 16H30 **CLOSING DATE:** 16 OCTOBER 2026

QUOTATIONS RECEIVED AFTER THE CLOSING DATE AND TIME AS A RULE WILL NOT BE ACCEPTED FOR CONSIDERATION

**NB: KINDLY FURNISH US WITH THE FOLLOWING DOCUMENTS WHEN SUBMITTING YOUR QUOTATIONS.**

1. **QUOTATIONS**

   **NB: SUBMITTED RESPONSE TO QUOTATIONS MUST BE DETAILED AS PER THE APPROVED TERMS OF REFERENCE ATTACHED.**

2. COMPLETED SBD FORMS
3. TCC/LATEST FULL CSD REPORT
4. ID COPY
5. BBBEE CERTIFICATE
6. CK1 (Company registration documents)
7. VALIDITY PERIOD 60 DAYS

   **80/20 PRINCIPLE WILL BE APPLICABLE FOR THIS REQUEST OF WHICH 80 POINTS WILL BE FOR PRICE AND 20 POINTS FOR SPECIFIC GOALS**

THE ABOVE DOCUMENTS MUST BE COMPLETED IN DETAIL AND RETURNED WITH YOUR QUOTATIONS.

**NB: QUOTATIONS MUST BE DEPOSITED TO THE BELOW ADDRESS**

**Quotation Box (Reception)**
**Department of Agriculture**
**20 Steve Biko Road**
**Arcadia**
**Pretoria**
**0001**

***(FAILURE TO COMPLY WILL DISQUALIFY YOUR QUOTATIONS)***

Yours faithfully

**SIGNED**
**QUOTATION MANAGEMENT**
**DATE: 14/09/2026**

**Annexure A**

# GOVERNMENT PROCUREMENT

# GENERAL CONDITIONS OF CONTRACT
# July 2010

## NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

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

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

**1. Definitions**

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

**4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance**

7.1 Within thirty (30) days of receipt of the notification of contract award,

**security**

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

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

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

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

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

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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

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

**14. Spare parts**

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

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

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

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

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

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

may have against the supplier under the contract.

**16. Payment**

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract amendments**

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

**22. Penalties**

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

**23. Termination for default**

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

**24. Anti-dumping and countervailing duties and rights**

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

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33. National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

**PART A**
**INVITATION TO BID**

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF AGRICULTURE) | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | **5/2/1/1/2026-2027/283** | CLOSING DATE: | **16 October 2026** | CLOSING TIME: | **16H30** |
| DESCRIPTION | **APPOINTMENT OF A SERVICE PROVIDER TO RENDER GENERAL CLEANING SERVICES FOR DEPARTMENT OF AGRICULTURE AT SEFALA BUILDING AND AT AFRICAN FOOT-PRINT BUILDING IN GAUTENG FOR THREE (3) MONTHS.** | | | | |

**QUOTATION RESPONSE DOCUMENTS MUST BE DEPOSITED TO THE BELOW ADDRESS**

**Quotation Box (Reception)**

**Department of Agriculture**
**20 Steve Biko Road**
**Arcadia**
**Pretoria**
**0001**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | |
|---|---|---|---|
| CONTACT PERSON | **Ms. Kedumetse Modise/ Ms. Tholakele Mthembu** | CONTACT PERSON | **Mr. Joseph Mbatha** |
| TELEPHONE NUMBER | **(012) 312 8385/8451/8401** | TELEPHONE NUMBER | **012 319 7515** |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | **KedumesteM@nda.gov.za/ TholakeleN@nda.gov.za** | E-MAIL ADDRESS | **JosephMb@nda.gov.za** |

**SUPPLIER INFORMATION**

| | | | | | |
|---|---|---|---|---|---|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | **OR** | CENTRAL SUPPLIER DATABASE No: | MAAA |

| | | | |
|---|---|---|---|
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX]<br>☐ Yes ☐ No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | [TICK APPLICABLE BOX]<br>☐ Yes ☐ No |

***[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]***

| | | | |
|---|---|---|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐Yes ☐No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

# 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 QUOTATION INVALID**.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS SERVICE PROVIDER IS SIGNED:

……

(Proof of authority must be submitted e.g., company resolution)

DATE: ……...

# 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

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.

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

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.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

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.

3.6 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

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

## PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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**

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## 1. 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 tender 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;

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and

(f) "Historically Disadvantaged individuals" means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -

- Before 27 April 1994; or
- On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

## 2. GENERAL CONDITIONS

2.1 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

2.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 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.

2.3 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.

2.4 **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** |

2.5 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.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 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.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **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)** | **Percentage ownership equity (To be completed by the tenderer)** | **Number of points claimed (80/20 system) (To be completed by the tenderer)** |
|---|---|---|---|
| I. HDI | 10 | | |
| II. Who is female | 5 | | |
| III. Who has a disability | 2 | | |
| IV. Specific goal: Who is youth | 3 | | |

The number of points claimed for specific goals, are calculated as follow:

(I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:

- **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.

(II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:

- **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.

(III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:

- **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.

(IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:

- **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

**2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.**

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

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 points is allocated for price on the following basis:

**80/20**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

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 the table in paragraph 2.12 above 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.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

## 5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(***Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

5.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: ...……%

ii) The name of the sub-contractor: ….……..

iii) Points claimed for HDI by the sub-contractor: .....……..

## 6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm: ……...

6.2. Company registration number: …….....

6.3. 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]

6.4. 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.

| |
|---|
| ……<br>**SIGNATURE(S) OF TENDERER(S)** |
| **SURNAME AND NAME**: …… |
| **DATE:** …… |
| **ADDRESS**: …… |
| …… |

agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

## 1. PHYSICAL ADDRESSES

SEFALA BUILDING,
503 BELVEDERE STREET
ARCADIA
PRETORIA
0001

**AND**

AFRICAN FOOT-PRINT BUILDING
140 HAMILTON STR, ARCADIA
PRETORIA
0001

## 2. OBJECTIVES

To appoint a suitable Service Provider that will render general cleaning services in the Department of Agriculture at Sefala and African Foot-Print buildings in Gauteng, for a period of three (3) months.

## 3. STAFFING REQUIREMENTS

Cleaning Staff required:

- Supervisor : 02
- Cleaners : 22

3.1. **TABLE OF QUANTITIES**

**ANNEXURE – A: SEFALA BUILDING**

| No. | Description: | Quantities: | Comments |
|---|---|---|---|
| 1 | Size (±) | **Sefala Building** | Overall approximate size is 6000 $m^2$ |
| 2 | Cleaners required: | **01 – Working Supervisor**<br>**19 – Cleaners** | 1 working supervisor and 19 cleaners |
| 3 | Number of floors | **07** | With three staircases (2x internal and 2x external) |
| 4 | Lifts | **03** | Lifts and lift foyers from basement to 7th floor |
| 5 | Number of closed offices | **196** | Small to medium in terms of sizes (mainly carpet and ceramic flooring) |
| 6 | Boardrooms | **07** | Main boardroom on 7th floor and 6 small boardrooms |
| 7 | Number of toilets | **21** | There are 21 bathrooms: **1x unisex** (1x cubicles, 1x basins).<br>**10x Gents' bathrooms**: 17x cubicles, 26x basins and 19 urinals.<br>**10x Ladies' bathroom**: 24x cubicles and 24x basins.(ceramic tiles) |
| 8 | Kitchens | **08** | One per floor, ceramic flooring |
| 9 | Entrance | **01** | Main entrance, ceramic flooring |
| 10 | Passages | **13** | Counted as two per floor (north and south side). |
| 11 | Service/ventilation shafts | **01** | Included on the overall size |
| 12 | Server and patch rooms | 1 Server room | This area requires minimal cleaning under supervision. |
| 13 | Strong rooms | **1** | Included on the overall size |
| 14 | Garden house | **1** | Including entire surrounding areas (the house to be |

| | | | |
|---|---|---|---|
| | | | used by private cleaners) |

## ANNEXURE B: AFRICAN FOOT-PRINT BUILDING

| No. | Description: | Quantities: | Comments |
|---|---|---|---|
| 1 | Size (±) | **Ground, 1st,2nd, and 3rd** | Overall approximate size is 2420m$^2$ |
| 2 | Cleaners required: | **01 – Working Supervisor**<br>**3 – Cleaners** | 1 working-supervisor and 3 cleaners. Amongst the 3 cleaners there must be an assistant supervisor. |
| 3 | Number of floors | **04** | 4th floor is partial |
| 4 | Number of closed offices | **40** | Small to medium sized (up to ±25 m$^{2)}$ |
| 5 | Boardrooms | **03** | Carpeted |
| 6 | Number of toilets | **7** | There are **07 bathrooms**:<br>**03x Gents' bathrooms**: 05x cubicles, 07x basins and 6x urinals.<br>**03x Ladies' bathrooms**: 09x cubicle and 13x basins.<br>**01x Paraplegic toilet**: 01 cubicle, 01x basin.<br>Bathrooms have Ceramic tiles |
| 7 | Kitchens | **4** | Located on the Ground floor, 1st,2ndand 3rd |
| 8 | Entrance | **02** | Main entrances and basement |
| 09 | Passage | **4** | Located on the Ground floor, 1st,2ndand 3rd |
| 10 | Server and patch rooms | **03** | This area requires minimal cleaning under supervision. |
| 11 | Archive room | **4** | This area requires minimal cleaning under supervision. |
| 12 | Auditorium | **1** | This area requires minimal cleaning |
| 13 | Storage | **556m²** | This area requires minimal cleaning under supervision. The size is included in the overall size of the building. |

## 4. SCOPE OF WORK

| CLEANING SERVICE TASK DESCRIPTION | FREQUENCY |
|---|---|
| **A. OFFICES, BOARDROOMS AND STOREROOMS** | |
| *Carpets:*<br>• Spot brush and clean carpets<br>• Vacuum thoroughly.<br>• Deep cleaning | <br>*Daily<br>*Twice Weekly. |
| *Ceramic tiles:*<br>• Sweep with a dust control mop.<br>• Clean with a damp mop | <br>*Daily<br>*Daily |
| • Dust/wipe down all horizontal/vertical surfaces with a damp cloth | Daily |
| • Dust desks and computers with a damp cloth | Daily |
| • Wipe all telephones with a damp cloth with a suitably diluted disinfectant | Weekly |
| • Polish all wooden furniture | Twice a Week |
| • Empty and wash dust bins, empty paper baskets | Twice Daily |
| • Replace plastic inners (plastics should be clear/transparent in colour and should of high durable quality) | Once a week |
| • Clean water jug and drinking water glasses and refill with fresh water, with dish washing liquid | Daily |
| • Clean material partitions inside offices | Weekly |
| • Damp wash vinyl covered furniture | Weekly |
| • Spot clean marks from walls, doors, paint work and light switches | Monthly |
| • Microwave/fridge ovens must be washed inside and outside with water and detergent | As and when required |

| CLEANING SERVICE TASK DESCRIPTION | FREQUENCY |
|---|---|
| • Apply liquid metal polish, to brass door handles, window stays and window fasteners. | Monthly |
| • Cleaning of artificial plants | Every two Weeks |
| • Dusting of blinds with a feather duster | Bi-monthly |
| • Scrap and polish wooden floor and skirting | Monthly |
| **B <u>CLEANING OF SERVER /PABX ROOMS</u>** | |
| • Server room must be cleaned under the supervision of IT Personnel | As and when required |
| **C <u>CLEANING OF ALL PASSAGES AND LIFT LOBBIES</u>** | |
| *Carpets:*<br>• Spot brush and clean carpets<br>• Vacuum thoroughly.<br>• Deep cleaning | <br>*Daily<br>*Twice *Weekly. |
| *Ceramic tiles:*<br>• Sweep with a dust control mop.<br>• Clean with a damp mop | <br>*Daily<br>*Daily |
| • Pick up, clean all waste receptacles and dispose of all litter | Daily |
| • Glass doors at the entrances must be cleaned with a damp cloth using a suitable cleaning diluted detergent | Daily |
| • Spot clean all glass, windows, doors, door knobs and metal work. | Daily |
| • Clean picture frames and glass | Daily |
| • Clean directory boards | Monthly |
| • Clean skirting | Weekly |
| • Clean handrails/banisters | Daily |
| • Sweep and clean with a wet/damp mop, | Daily |
| • Scrap the lift tiles | Weekly/ as and when |

| CLEANING SERVICE TASK DESCRIPTION | FREQUENCY |
|---|---|
| | required |
| • Spot clean all glass and doors | Daily |
| • **D. TOILET CLEANING** | |
| *Ceramic tiles:*<br>• Sweep with a dust control mop<br>• Clean with a damp mop | <br>*Daily<br>*Daily |
| *Granite:*<br>• Sweep with a dust control mop<br>• Clean with a damp mop<br>Strip and seal floor on weekends | <br>*Daily<br>*Daily |
| • Wash hand-wash basins, toilet pans, wall urinals, wall mounted items with suitable diluted disinfectant. | Daily |
| • Cleaning of walls, doors and pipes inside the toilets | Weekly (Daily for clients toilets) |
| • Sweep with a damp/ wet mop | Daily |
| • Cleaning of toilets brush set | Daily |
| • Empty and clean dustbins | Twice Daily |
| • Replenishment of toilet papers and hand paper towels in buildings | Twice a day (in the morning and after lunch/ as and when required) |
| • **E. WINDOW CLEANING** | |
| • Dust windows | Bi-monthly |
| • Clean accessible interior faces | Weekly |
| • **F. KITCHENS** | |
| Ceramic tiles:<br>• Sweep with a dust control mop.<br>• Clean with a damp mop | <br>*Daily<br>*Daily |

| CLEANING SERVICE TASK DESCRIPTION | FREQUENCY |
|---|---|
| Kitchen cupboards must be cleaned with water and detergent | Daily |
| • Microwave ovens must be washed inside and outside with water and detergent | Daily |
| • Zink must be cleaned with water and detergent | Daily |
| • Empty and clean dustbin | Daily |
| • Fridge must be cleaned inside and outside with water and detergent | Daily |
| • Cleaning of cutlery and crockery | Daily |
| • Picking of papers and general cleaning of courtyards including removal of any litter from the drain channels | Daily |

## 5. THE PROPOSAL REQUIREMENTS

NB: The appointed service provider will be responsible for the provision of the following:

1. All the required cleaning materials and equipment to meet the above prescribed cleaning activities. All equipment and cleaning material must comply with South African Bureau of Standards, Occupational Health and Safety Act and its regulations and must be of high quality.
2. Service provider must ensure that all cleaning equipment's are functional for the duration of the contract. These equipment's will be tested upon arrival.
3. The Service provider must provide the department with materials safety datasheet for chemicals to be used which will be verified by OHS.
4. Each cleaner must be provided with two caution sign boards to ensure awareness on both oncoming traffic when performing duties on floors.
5. The Service Provider to comply with the Occupational Health and Safety Act which requires that the employer have duties concerning the provision and use of personal protective equipment (PPE) at work. Personal Protective Equipment will protect the user against health and safety risks at work, for the safety of persons in connection with use

of plant and machinery, protection of person's hazards to health and safety arising out of or in connection with activities of persons at work.

6. The Service Provider must provide in terms of uniform / personal protective equipment (PPE) i.e. safety footwear, masks, gloves, eye protection, high-visibility clothing
7. Clear Refuse bags (heavy duty); (offices, passages, court yards & ablution bins, kitchen bins)
8. The service provider is required to maintain 70 percent of the current work force for the purpose of continuity.
9. Waste bins - pedal push / pedal controlled 40lt (bathrooms and kitchens: Sefala:**29** and African Foot-print :**11. Total: 40**
10. Toilet brushes with holders (Sefala:**42** and African Foot-print: **15. Total:57**
11. The service provider must note that there will be a need for staff to perform deep cleaning as and when required.
12. The service provider must ensure that the public liability cover is activated within 7 days after appointment.
13. Fully completed Pricing Schedule

***NB: Bidders must indicate cleaners' wages in the pricing schedule (SBD 3.3). The wages of the cleaners should not be less than the minimum wage rates as prescribed by the Department of Employment and Labour Sectoral determination 1: Contract cleaning sector, South Africa. Only the wage increment adjustments will be accepted based on a sectoral wage determination formula.***

## 6. MANDATORY REQUIREMENTS

NB: Failure to submit the following requirements with the proposal will disqualify the bidder's proposal.

- **General Cleaning (2 years' experience)**

a. **Company** experience: a minimum of **2 years'** experience in a **general cleaning industry**. (Reference letter/ testimonials from client-company with client logo,

signature, and date of the company to which the bidder is managing or has previously managed must be attached). **NB: The content of the reference letters/testimonials must indicate General Cleaning rendered; period (start and end date)**

b. Attach a valid letter of good standing for Compensation for Occupational Injuries Disease Act. 1993 [COIDA] obtainable from the Department Employment and Labour)
c. A valid registration with Contract Cleaning National Provident Fund as per the requirements of Sectoral Determination and the Pensions Fund Act.
d. The Service Provider must submit the existing cover for Public Liability/Indemnity Insurance policy from any registered insurance company or submit documentary proof/ letter of intent from registered insurers. The cover should be of the minimum value of R 500 000 for the duration of the contract

## 7. EVALUATION CRITERIA

This bid shall be evaluated in accordance with point awarded for a specific goal as stipulated below and lastly in price.

- **Evaluation in terms of Points awarded for specific goals**
  - ✓ 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:

  - ✓ an invitation for tender for income-generating contracts, that is the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - ✓ 80/20 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 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: for the purpose of this TOR 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) | Percentage ownership equity (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|
| I. HDI | 10 | | |
| II. Who is female | 5 | | |
| III. Who has a disability | 2 | | |
| IV. Specific goal: Who is youth | 3 | | |

## 8. TERMS AND CONDITIONS OF THE PROPOSAL

a. Awarding of the bid will be subject to the Service Provider's expressing acceptance of the DOA Supply Chain Management general contract conditions.
b. Appointed service provider must ensure compliance to wage labour rates as per the department of labour 's regulation. The department reserves the right to request from the appointed bidder proof of payment of UIF to the department of employment and labour on monthly basis for the duration of the contract.
c. The Service Provider should not qualify the proposal with his/her own conditions. Any qualifications to the terms and conditions of this bid will result in disqualifications.

d. All Acts and Regulations relating to cleaning services must be adhered to by the Service Provider. All equipment and cleaning material must comply with South African National Standards and Occupational Health and Safety Act and regulations and must be of high quality.

e. The Department reserves the right to conduct tests and analysis on the cleaning detergents and equipment provided by the bidder to ascertain the quality and compliance to SABS standards.

f. No equipment, utensils or detergents that may damage the buildings, fittings, and persons shall be used. The Department has the right to reject such.

g. Proof of quotations or any other documents is required for Public Liability Insurance for bidding process; however, proof of registration or contract/agreement must be submitted by the successful bidder within the period of seven working days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time. The department reserves the right to request from the appointed bidder proof of payment of Public Liability to the insurer, on monthly basis for the duration of the contract

h. In a case where a bidder does not have registered employees under his/her name a letter to tender must be attached to avoid disqualification (obtainable from department of Labour), however proof of registration for employees must be submitted by the successful bidder within a period of thirty (30) days after the award. The Department reserves the right to cancel the contract if these required documents are not submitted within the specified time.

i. Any short coming in this term of reference must be identified by the service provider prior the awarding of contract. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.

j. Should the service provider not comply with any of the conditions contained in terms of reference during the contract period the DOA may cancel the contract with one month notice.

k. The Service Provider must demonstrate/ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.

l. Provide all personnel working under this contract with personnel protective clothing, which clearly state the name of the Service Provider.

m. Ensure that the Department is informed of any removal and replacement of personnel for security reasons.

n. Provide performance report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month. Template on reporting method will be provided to a successful bidder.

o. In case where the Department decides to move to another office or close some of the office's information will be communicated prior and the Service Provider will need to make provision.

p. Due to high unemployment in the Country, the service provider shall retain 70% of the current workforce to ensure business continuity and promotion of local employment.

q. All cleaning equipment and detergents should be provided by the bidder.

## 9. THE DEPARTMENT OF AGRICULTURE SHALL:

a. Conduct business in a courteous and professional manner with the Service Provider.

b. Not accept responsibility/liable of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.

c. Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.

d. The DOA will enter into a Service Level Agreement upon appointment of the suitable Service Provider. This specification and Terms and Conditions will also form part of the service level agreement

## 10. SERVICE LEVEL AGREEMENT

a. The Department of Agriculture and Service Provider will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will amongst others include the following:

- Period of Agreement;
- Project objectives and scope;

- Staffing; cleaning materials and cleaning equipment
- Method of Communication;
- Reporting relationship;
- Uncompleted work;
- Disputes; and financial penalties and termination of contract.

b. Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department.
c. No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the Department, except where duly authorized to do so in writing by the Department;
d. Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in the Department;
e. The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of the Department;
f. The department reserves the right to terminate the contract in the event that there is clear evidence of non- compliance to the terms of the contracts.

## 11. PUBLICATION

- **National treasury – E-PORTAL**

## 12. ENQUIRIES:

| Query | Name | Contact Details |
|---|---|---|
| Technical | Mr Joseph Mbatha | (012) 319-7151<br>JosephMb@nda.gov.za |
| Technical | Mr. Richard Milubi | (012) 319 7812<br>RichardMI@nda.gov.za |
| SCM | Ms Kedumetse Modise | (012) 312 8385<br>Kedumetsem@nda.gov.za |

## 13. APPROVAL.

Terms of Reference have been approved as follows:

Approved / Not Approved

_____

**Mr. J Mbatha**

**DATE:**

**QUOTATION NO:……..**

# DOA

# PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER GENERAL CLEANING FOR THE DEPARTMENT OF AGRICULTURE, OFFICE AT SEFALA AND AFRICAN FOOT-PRINT BUILDING IN GAUTENG (PRETORIA) FOR THREE (3) MONTHS.

**SBD 3**

**PRICING SCHEDULE**
**(General Cleaning Services)**

NAME OF Service Provider: ……Quotation No.: DOA

CLOSING TIME: 11:00

| ITEM NO | DESCRIPTION | QUOTATION PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED T |
|---|---|---|

**TOTAL PROJECT PRICE** R.....

- **NB: Monthly costs of supervisor and cleaners must be inclusive of all costs (UIF, Bonus, overtime, leaves payment, sick leave, Public holiday, COIDA, skills development levy & provident fund)**
- **All cleaning equipment and cleaning materials must be provided by the bidder.**
- **Pricing must be fixed for the duration of the project. Only the wage increment based on a Department of Labour Sectorial wage determination will be considered.**

## TABLE A - CLEANERS AND SUPERVISOR(S)' WAGES

| DESCRIPTION | NUMBER OF CLEANERS/ SUPERVISOR(S) REQUIRED | MONTHLY COST FOR EACH CLEANER AND SUPERVISOR | CONTRACT PERIOD | TOTAL COST FOR THE FULL DURATION OF CONTRACT |
|---|---|---|---|---|
| **CLEANERS** | **22** | **R……** | 03 MONTHS | **R ……** |
| **SUPERVISOR(S)** | **02** | **R……..** | 03 MONTHS | **R……** |
| **SUBTOTAL COST (EXCL VAT)** | | | | **R……** |
| **VAT @ 15%** | | | | **R……** |
| **TOTAL COST INCLUDING VAT** | | | | **R……** |

## TABLE B: CLEANING EQUIPMENTS, MACHINERY AND CLEANING DETERGENTS

| DESCRIPTION | ALL INCLUSIVE MONTHLY COST | CONTRACT DURATION | TOTAL COST FOR THE PROJECT |
|---|---|---|---|
| Equipment and Machinery (*Inclusive of bins and toilet brushes)* | | 03 MONTHS | R..... |
| Cleaning Materials | R..... | 03 MONTHS | R..... |
| **SUBTOTAL COST (EXCL VAT)** | | | R..... |
| **OTHER (e.g.: Profit, Operational costs, etc.)** | | | R..... |
| **VAT @ 15%** | | | R..... |
| **TOTAL COST FOR THE PROJECT (INCL VAT)** | | | R..... |

## TABLE C – TOTAL PROJECT PRICE FOR 3 MONTHS

| DESCRIPTION | TOTAL COST FOR THE PROJECT |
|---|---|
| **A.** TOTAL COST FOR **CLEANERS AND SUPERVISOR(S)' WAGES (INCL VAT)** | **R……** |
| **B.** TOTAL COST FOR **CLEANING EQUIPMENTS, MACHINERY AND CLEANING MATERIALS (INCL VAT)** | **R……** |
| **TOTAL PROJECT PRICE (INCL VAT)** | **R……** |

**Pricing Schedule have been approved as follows:**

**Approved / Not Approved**

**Name: Mr Joseph Mbatha**

**Signature:……..**

**Date:……**