



**T55/08/13**

**REQUEST FOR PROPOSAL FOR THE  
PROVISION OF CLEANING SERVICES  
FOR THE IDC HEAD OFFICE IN  
SANDTON**

**Note: A briefing session will be held on  
Wednesday, 28 August 2013 at 11h00 at  
the IDC Head Office situated on 19  
Fredman Drive in Sandton**

**CLOSING DATE: MONDAY, 09  
SEPTEMBER 2013 AT 12:00 NOON**

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## **SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this Request for Proposal (RFP) should be channelled **in writing** to:

Name:	<u>Mandisi Ngozi</u>
Telephone Number: Office:	<u>+27 11 269 3206</u>
Fax Number:	<u>086 210 3206</u>
Email address:	<u><a href="mailto:mandisin@idc.co.za">mandisin@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **4h00pm on 28 August 2013 i.e. after the briefing session.**
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e. next to the same bid document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that they will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this bid received from vendors will be valid for a period of 120 days counted from the closing date of the bid.

## 4. Instructions on submission of Bids

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- 4.1 Bids should be submitted in duplicate (2 hard copies) all bound in a sealed envelope endorsed, **T55/08/13: Request for Proposal for the provision of cleaning services for the IDC Head in Sandton**; and one electronic copy (on CD) in PDF format. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Monday, 09 September 2013.
- 4.2 Bids must be submitted in a prescribed response format herewith reflected as **Response Format**.
- 4.3 The closing date, company name and the return address must also be endorsed on the envelope.

- 4.4 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**
- 4.5 No bid received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **The IDC reserves the right not to evaluate any late bid response.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

## **5. Preparation of Bid Response**

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- 5.1 All the documentation submitted in response to this bid must be in English.
- 5.2 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Bid.
- 5.4 The bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages are missing or duplicated.
- 5.5 A list of all references (minimum of 3) must be included in the bid response.
- 5.6 A valid tax clearance certificate must be included in the bid response or proof of application and endorsement by SARS in this regard.
- 5.7 A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.

## **6. Supplier Performance Management**

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Supplier Performance Management is viewed by the IDC as critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to IDC's business.

Bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. IDC's Rights**

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- 7.1 The IDC is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bid before the closing date. All bidders, to whom the bid documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their tender response to ensure that they are kept updated on any amendments in this regard.
- 7.2 The IDC reserves the right not to accept the lowest bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the IDC.
- 7.3 The IDC reserves the right to give preference to an empowerment company and /or may elect to award this bid on condition that a joint venture with an empowerment company is formed. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.
- 7.4 The IDC reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.5 The IDC reserves the right to extend the scope of work relating to this tender to include any of its Subsidiaries if required. The implications of such scope changes will be subject to negotiations between the IDC and the successful bidder.
- 7.6 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

## **8. Undertakings by the Bidder**

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- 8.1 The bidder hereby offer to render all or any of the services described in the attached documents to the IDC on the terms and conditions and in accordance with the specifications stipulated in this Bid documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- 8.2 Bids submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Bid.
- 8.3 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date.
- 8.4 The bidder hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the IDC during the validity period indicated and calculated from the closing hour and date of the Bid; this offer and its acceptance shall be subject to the terms and conditions contained in this bid document.
- 8.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid response documents and that the price(s)

and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

- 8.6 The bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

## 9. Reasons for disqualification

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- 9.1 The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 9.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
- 9.1.2 bidders who submitted incomplete information and documentation according to the requirements of this bid document;
- 9.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- 9.1.4 bidders who received information not available to other vendors through fraudulent means; and/or
- 9.1.5 bidders who do not comply with **mandatory requirements** as stipulated in this bid document.

## 10 Local Production and Content

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The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by Treasury Authorities in an effort to stimulate local production and content.

## 11 Response Format (Returnable Schedules)

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Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

- 11.1 **Cover Page:** (the cover page must clearly indicate the bid reference number, bid description and the bidder's name)

### 11.2 Schedule 1:

- 11.2.1 Executive Summary
- 11.2.2 Annexure 1 of this bid document (duly completed and signed)

### 11.3 Schedule 2

- 11.3.1 Original and Valid tax clearance certificate(s);

- 11.3.2 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;
- 11.3.3 Annexure 2 of this bid document (duly completed and signed);
- 11.3.4 BEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor (option only for Exempted Micro Enterprises with annual turnover less than R5 million);

**Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above (11.3.1-3) must be submitted for each Consortium/ JV member or subcontractor.**

**11.4 Schedule 3:**

- 11.4.1 Response to Section 2 of this document
- 11.4.2 Annexure 4 of this bid document, duly completed and signed (if applicable)

**11.5 Schedule 4: Price Proposal (response to Section 3 of this bid document) (Must be submitted in a separate envelope)**

**11.6 One (1) CD with all Schedules listed above**



## 12 Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following parameters:

### 12.1 Technical

Bids will be evaluated in accordance with the following technical criteria:

#### 12.1.1 Mandatory Requirements

All bid responses that do not meet technical mandatory requirements may be disqualified and may not be considered for further evaluation on the Non-Mandatory technical requirements (If applicable).

#### 12.1.2 Non-Mandatory Requirements

With regard to non-mandatory technical requirements, the following criteria and the weightings will be applicable:

ELEMENT	WEIGHT
Bidder's Relevant Experience	30
Proposed Cleaning Service Programme	50
Experience, Skills and Qualifications of the Supervisory Team	20
<b>TOTAL</b>	<b>100%</b>

**Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.**

### 12.2 Preference Point System

All bids that will achieve the minimum qualifying score (acceptable bids) will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
Price	90
BEE	10
<b>TOTAL</b>	<b>100 points</b>

## **SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION**

## SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION

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### 1. Special instructions to bidders

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- 1.1 Should a vendor have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify IDC Procurement within five (5) days after publication of the bid.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified. Mandatory Requirements will include minimum threshold for local content/ production for designated sectors.

### 2. Background Information

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- 2.1 The IDC Head Office is situated on 19 Fredman Drive, Sandown, Sandton, Johannesburg; it comprises of two adjacently located buildings. The buildings are fairly seasoned in terms of service length with a combined average service of 30 years. Due to this service length the buildings require total professional cleaning services to their exterior & interior fittings and furnishing assets.

The IDC Head Office has two buildings referred to as IDC 1 and IDC 2. The IDC 1 has the greater floor space at **21,500 m<sup>2</sup>**, with IDC 2 at **3,500 m<sup>2</sup>** in total. The IDC 1 facility operates as the HUB of the IDC Head Office as it houses the main reception with an estimated +- 200 visitors per day, Open Plan work space +- 820 employees, a 1000 seater auditorium, a crèche facility, numerous hosting facilities with 2 basement parking levels to name a few of the building offerings. The IDC 2 facility has a much lesser floor space than IDC 1 and consists of 3 storeys of Open Plan work space with 2 basement parking levels and an adjacent gymnasium facility.

The Cleaning services required by IDC can, in a broad sense, be described as, "any work done requiring removal of dirt from, and providing an aesthetic or hygienic improvement to any surface or article in, on or around the IDC's Head Office buildings". This service is to ensure that the Corporations assets are maintained in such a manner that their value is not eroded for maximisation of service length. The IDC prides itself in ensuring compliance to all legislated regulations of the country, thus IDC seeks to appoint a professional cleaning service provider who will provide the IDC with the management functions and overall supervision of cleaning services and ensure that buildings are kept Safe, Healthy and compliant to regulations governing the cleaning service sector enabling the Corporation to focus on its core business functions.

## 2.2 Operations

The IDC operates on an 8 hour shift routine basis from Monday to Friday for the majority of employees with a limited number of employees working extended hours; thus the service provider needs to conduct bulk cleaning works at night and routine cleaning work during operational hours/ during the day to not disrupt IDC operations. Service providers will be expected to arrange transportation for the evening team and confirmation thereof should be provided in their proposal submission. Since the IDC hosts events at their Auditorium for multiple clients, the service provider will from time to time be expected to make adjustments to their operations to accommodate this requirement. Weekend work will be scheduled for time intensive cleaning works and a skeleton staff will be expected to prepare & ready facility for normal Monday operations.

## 2.3 Floor Coverings:

The IDC building floors are covered in an array of floor coverings which are SABS rated. The carpet tiles have a 2(SANS 10177-IV) fire index rating. The supplier is expected to clean the carpets in accordance to the manufacturer's specified methods.

The buildings' floor surfaces are covered with the following:

Floor Surface	Specifications
Type 1	Carpet - Belgotex Nexbac Tile and Broadloom
Type 2	Ceramic Tiles, Granite, Vinyl,
Type 3	Wood floor,
Type 4	Roof Waterproofing,
Type 5	Concrete and screte floors; Paving

## 2.4 Building Walls

The majority of the building walls are concrete based and are painted with Plascon products for aesthetics improvement. Meeting room walls are made up of a mixture of glass and paint treated dry walling.

## 2.5 Building Structure

The following are key service areas found in each building including floor surface specifications in each area for assistance in quantifying scope of works within the buildings:

### IDC 1 - Main Building

Area/ Item	Quantity	Floor Surface Spec
Reception	2	Types 1 & 2
Open Plan/ Workstations	820	Types 1 & 2
Meeting Rooms	46	Type 1
Boardrooms	2	Type 1
Kitchens	2	Type 2
Kitchenettes	27	Type 2
Pause Areas	18	Type 1
Toilets	34	Type 2
Server rooms	4	Type 2
Lifts	7	Type 2
Risers	15	Type 2
Basement Parkades	2 Levels	Type 2
Storerooms	13	Type 2
Rooftop walk areas (accessible and visible areas)		Type 4
Restaurant	1	Type 1

#### IDC 1 - Creche

Area	Quantity	Floor Surface Spec
Foyer	1	Type 2
Office	2	Type 2
Staff Room	1	Type 2
Kitchenettes	2	Type 2
Classrooms	4	Type 2
Toilets	2	Type 2
Storerooms	3	Type 2

#### IDC 1 - Auditorium

Area	Quantity	Floor Surface Spec
Toilets	2	Type 2
Storerooms	7	Type 2

Area	Quantity	Floor Surface Spec
Kitchenettes	1	Type 2
Riser	1	Type 2
Fire escape	2	Type 2
Lift	2	Type 2
Meeting rooms	4	Type 1
Foyer/ Passageway	Huge area	Type 2

#### **IDC - Executive Area**

Area	Quantity	Floor Surface Spec
Open Plan	26	Types 1 & 2
Kitchenette	2	Type 2
Toilets	4	Type 2
Risers	2	Type 2
Showers	8	Type 2

#### **IDC - Canteen**

Area	Quantity	Floor Surface Spec
Dining Area	1	Type 2
Kitchens	2	Type 2
Toilets	2	Type 2
Storerooms	5	Type 2

#### **IDC 1- Exterior and Covered Parking**

Area	Quantity	Floor Surface Spec
Parking Bays	645	Type 5
Walk ways		Type 5

#### **IDC 2 – Main Building**

Area	Quantity	Floor Surface Spec
Open Plan	120	Type 1
Meeting Rooms	8	Type 1
Kitchenettes	3	Type 2
Pause Areas	6	Type 1
Toilets	6	Type 2
Showers	6	Type 2
Server rooms	2	Type 2
Lifts	2	Type 2
Risers	9	Type 2
Storerooms	22	Type 2
Basement Parkades	2 levels	Type 5
Rooftops		Type 4

## **IDC 2 – Gymnasium**

Area	Quantity	Floor Surface Spec
Reception	1	Type 2
Kitchenette	1	Type 2
Workout floors	4	Type 2
Toilets	2	Type 2
Steam Baths	2	Type 2
Showers	7	Type 2
Storerooms	1	Type 2

## **IDC 2 – Exterior and Covered Parking**

Area	Quantity	Floor Surface Spec
Parking Bays	106	Type 5
Walk ways		Type 5

## **3 Scope of Work/ Terms of Reference**

- 3.1 The cleaning contractor will be expected to render a comprehensive cleaning service including scheduled/ routine (as per the standard cleaning methods indicated below) day to day cleaning services and reactionary cleaning services as and when required. The contractor will also be required to provide specialist cleaning services on ad hoc basis e.g. cleaning of high rise windows and glass facade.

### 3.2 Standard Cleaning Methods

The list below is an itemised account of areas and items found in both buildings consisting of a brief description of the method and frequency of cleaning required in terms of “Standard Cleaning” norms. It is the bidder’s responsibility to ensure that all areas of the facilities are kept clean at all times and to perform a continuous audit ensuring adequacy in the frequency of cleaning and methodology.

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
<b>ASH TRAYS</b>	Empty & wet wipe	3 x Daily
<b>BASINS</b>	Wet wipe with hard surface cleaner	3x Daily
	Remove mineral deposits	Bi-weekly
<b>SHOWERS</b>	Wet wipe with a hard surface cleaner	3 x Daily
<b>BLINDS</b>	Vertical – remove dust	Daily
	Horizontal – damp wipe	Daily
<b>CARPETS</b>	High and low traffic areas - Vacuum with beta brush machine	Daily
<b>CEILINGS</b>	Dust and wipe air vents	When necessary
<b>CHAIRS</b>	Fabric – vacuum	Daily
	- Spot clean	Quarterly
	- Shampoo	
	Vinyl and leather	
	- dust	Daily
	- damp wipe	Quarterly
<b>DESKS</b>	Natural/unsealed wood	
	- dust	Daily
	- polish	Twice weekly
	Sealed wood/glass/formica	
	- dust & damp wipe	Daily
	- polish	Weekly
<b>DOORS</b>	Remove finger marks on glass and push plates	Daily
	Dust or damp wipe	Daily
<b>ELECTRONIC EQUIPM</b>	Dust	Daily
	Damp wipe	Weekly
<b>ESCALATORS/ LIFTS</b>	Hand rails - damp wipe Side panels – damp wipe Treads – brush out litter	Daily



ITEMS	STANDARD CLEANING METHOD	FREQUENCY
<b>FIRE ESCAPES/ STAIRS</b>	Treads – sweep Hand rails – damp wipe	Daily Daily
<b>FLOORS COVERINGS</b>		
<b>RESILIENT (vinyl, PVC, linoleum, sealed wood (not laminated), etc.)</b>	<b>HIGH TRAFFIC</b> <ul style="list-style-type: none"> <li>Remove dust with mop or disposable cloth sweeper</li> <li>Damp mop for soilage</li> <li>Spray clean or burnish using a mechanised system: light scrub and apply maintenance coat</li> <li>Strip clean and reseal</li> </ul>	Daily  Daily Daily  Daily
	<b>LOW TRAFFIC</b> <ul style="list-style-type: none"> <li>Remove dust with mop or disposable cloth sweeper</li> <li>Damp mop for soilage</li> <li>Spray clean or burnish using a mechanised system</li> <li>Light scrub and apply maintenance coat</li> <li>Strip clean and reseal</li> </ul>	Daily  Daily Daily  Daily Daily
<b>HARD FLOOR COVERINGS (ceramic, marble, granite, brick, concrete, etc.)</b>	<b>HIGH TRAFFIC</b> <ul style="list-style-type: none"> <li>Remove dust with mop or disposable cloth sweeper</li> <li>Damp mop for soilage</li> <li>Spray clean or burnish</li> <li>Scrub and dry to remove accumulated soilage using a mechanised system machine</li> </ul>	Daily  3 times daily 3 times daily Weekly
	<b>LOW TRAFFIC</b> <ul style="list-style-type: none"> <li>Remove dust with mop or disposable dust sweeper</li> <li>Damp mop for soilage</li> <li>scrub and dry clean using a mechanised system Machine</li> </ul>	Daily  3 times daily Weekly
<b>FURNITURE</b>	Natural/unsealed wood <ul style="list-style-type: none"> <li>- dust</li> <li>- polish</li> </ul>	Daily Twice weekly

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
	Sealed wood/glass/formica chrome/steel/plastics: - dust & damp wipe - polish	Daily Weekly
<b>GARAGES/ COVERED PARKING</b>	<ul style="list-style-type: none"> <li>Remove litter,</li> <li>Remove dust using mechanical sweeper or broom</li> <li>Remove oil spillage with degreaser (machine scrub and dry)</li> </ul>	Daily Weekly When necessary
<b>KITCHENETTES</b>	<ul style="list-style-type: none"> <li>Floors - damp mopped/wet wiped and dried</li> <li>Walls and cupboard doors - wet wiped and dried</li> <li>Cupboard storage cleaned, wet wiped and disinfected.</li> </ul>	Daily Daily Weekly
<b>KITCHEN (RESTAURANT)</b>	<ul style="list-style-type: none"> <li>Walls - wet wiped with degreasing &amp; antibacterial chemical</li> <li>Floors – damp/ wet mopped and disinfected/ sanitised during work hours. Scrub with buffing machine post operations</li> <li>Cupboard storage - cleaned, wet wiped and disinfected.</li> <li>Food preparation areas e.g. surfaces/ tables, sinks etc. - disinfected/ sanitise all areas and air dried (Chefs to employ clean as you go principles with sanitising solution)</li> <li>Food storage areas – floors and walls to be cleaned and sanitised</li> <li>Cold storage and refrigerators – sanitise</li> <li>Serving Area including equipment – cleaned and sanitised, floors scrubbed with buffing machine</li> </ul> <p><b>Note: Service provider to follow canteen schedule where required. Service provider to make provision for dedicated cleaning equipment and tools for this area.</b></p>	Daily  Daily  Weekly  Daily Daily Weekly Daily
<b>LAMPS</b>	Dusted	Weekly
	Damp wiped	Weekly
<b>LAVATORIES (Toilets)</b>	<ul style="list-style-type: none"> <li>Ensure usability and replenish consumables (toilet paper, hand towels; seat sanitizer and soap)</li> </ul> <p><b>Note: Seat sanitizer and soap and related dispensers will be provided by the IDC)</b></p>	Daily
	<ul style="list-style-type: none"> <li>Remove soilage from bowl and under flush rim with hard surface cleaner and brush</li> </ul>	Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
	<ul style="list-style-type: none"> <li>Remove mineral deposits</li> <li>Wet wash with disinfectant seat and lid, cistern and pipes, etc.</li> <li>Wet wipe doors and walls</li> </ul> <p><b>Note: It is the bidder's responsibility to ensure that ablutions are in a usable condition at all times.</b></p>	Monthly Daily Daily
<b>LIFTS</b>	<ul style="list-style-type: none"> <li>Sweep, damp mop or vacuum as appropriate for floor type</li> <li>Remove marks from doors and control panels</li> <li>Damp wipe walls/mirrors</li> </ul>	Daily Daily Daily
<b>MIRRORS</b>	<ul style="list-style-type: none"> <li>In washrooms – wet wipe and dry</li> <li>Ornamental - use glass cleaner</li> </ul>	Daily Daily/ when necessary
<b>ORNAMENTS</b>	Dust and damp wipe	Daily/ when necessary
<b>OVENS/STOVES/ MICROWAVES</b>	<ul style="list-style-type: none"> <li>Wet wipe hot plates with hard surface cleaner</li> <li>Use caustic aerosol spray on enamelled oven surfaces</li> <li>Wet wipe and rinse inside surfaces of ovens and microwaves</li> <li>Ensure that equipment is cleaned and left free of grease or residues of dirt</li> </ul>	Daily Daily Daily Daily
<b>PARKING (OPEN)</b>	<ul style="list-style-type: none"> <li>Remove litter</li> <li>Remove dust using broom or mechanical sweeper</li> <li>Remove oil spillage with degreaser (machine scrub and dry)</li> </ul>	Daily Weekly When necessary
<b>PARTITIONS</b>	<ul style="list-style-type: none"> <li>Spot clean</li> <li>Clean glass with glass cleaner</li> </ul>	Daily Daily
<b>PAVING</b>	<ul style="list-style-type: none"> <li>Remove litter, marks and spots</li> <li>Remove dust by sweeping</li> </ul>	Daily Weekly
<b>PICTURES</b>	<ul style="list-style-type: none"> <li>Dust frames</li> <li>Damp wipe frames</li> <li>Clean glass with glass cleaner</li> </ul>	Daily When necessary When necessary
<b>UNCOVERED PIPES</b>	Dust and Damp wipe	Monthly
<b>POWER SKIRT and PLUGS</b>	Dust and damp wipe	Weekly
<b>RAILINGS/ BALLUSTRADES</b>	Dust and Damp wipe railings and glass panels	Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
<b>REFRIGERATORS</b> (Incl. walk-in fridges)	<ul style="list-style-type: none"> <li>Damp wipe top, doors &amp; sides</li> <li>Remove contents &amp; damp wipe shelves and disinfect &amp; sanitise</li> <li>Defrost (where required) and clean shelves and inside surfaces</li> </ul>	Daily Weekly  Quarterly
<b>RUBBISH BINS</b> (meetings rooms and workstations)	<ul style="list-style-type: none"> <li>Empty bins</li> <li>Change bin liner</li> <li>Damp wipe, remove stains and disinfect</li> </ul>	3x Daily When necessary When necessary
<b>WALLS</b>	<ul style="list-style-type: none"> <li>Glass (normal height) – damp wipe</li> <li>High rise walls requiring special skills and equipment</li> </ul>	Daily/ when necessary When required
<b>WINDOWS</b>	<ul style="list-style-type: none"> <li>Normal height windows</li> <li>High-rise windows requiring special skills and equipment</li> </ul>	When necessary When required
<b>WORKSTATION SCREENS</b>	<ul style="list-style-type: none"> <li>Glass - Dust and damp wipe</li> <li>Fabric - Vacuum and Shampoo</li> </ul>	Weekly and/ or when necessary Monthly and/ or When necessary
<b>TABLES</b>	<ul style="list-style-type: none"> <li>In canteens – wet wipe &amp; disinfect/sanitise</li> <li>Other areas – as for “Desks”</li> </ul>	Daily

**Note:**

- When necessary: means that the work is part of the standard/ routine cleaning service but the frequency will be determined on a need basis.*
- When required: means that the work is not part of the standard cleaning service; such work will be requested on an ad hoc basis and will be billed for separately based on time and material.*

#### 4 Contract Term

The contractor will be appointed for a period of three (3) years.

#### 5 Technical Evaluation Criteria

##### 5.1 Mandatory Technical Requirements

5.1.1 Maintenance Cleaning Policy	Comply	Not Comply
-----------------------------------	--------	------------

The bidder must have a comprehensive Cleaning Policy.		
Please provide a copy of the policy.		
<b>Substantiate / Comments</b>		

<b>5.1.2 OHS Compliance</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must confirm compliance to Occupational, Health and Safety Act.		
Please provide your OHS Plan which includes Policy, Scope of Works /Safe Works Procedure, Personal Protective Equipment (PPE) procedure, Injury on Duty (IOD) procedure, Training Plan.		
<b>Substantiate / Comments</b>		

<b>5.1.3 Statutory Labour Requirements</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must comply with relevant statutory labour requirements.		
Please provide letters of good standing from the relevant institutions/ departments on Workman's Compensation, UIF and Provident Fund.		
<b>Substantiate / Comments</b>		

<b>5.1.4 Staff Uniform and Personal Protective Equipment (PPE)</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the cleaning service.		

All personnel should wear acceptable contractor's uniform i.e. the contractor's personnel outlook should befit that of a corporate environment in terms of aesthetics.		
The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e. company branded name tags.		
<b>Substantiate / Comments</b>		

<b>5.1.5 Cleaning Equipment and Consumables</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder shall provide all general and specialist equipment required in the provision of this service.		
All contract consumables should be provided by contractor and a management plan need be provided (before commencement of work) for controlling purposes for each item. <i>Note: IDC will provide storage facilities/space in respect of equipment, chemicals and consumables keeping.</i>		
The bidder must use only SABS approved equipment & bio-degradable (eco-friendly) chemicals.		
<b>Substantiate / Comments</b>		

<b>5.1.6 Site File</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder will be responsible for compilation of a Site File which will include all Statutory and Management information for the management of the contracted service. The documents should be submitted to IDC within 14 days from the date of tender award.		
<b>Substantiate / Comments</b>		

<b>5.1.7 Meetings and Reporting</b>	<b>Comply</b>	<b>Not Comply</b>
-------------------------------------	---------------	-------------------

The bidder will be expected to hold weekly operational and monthly management meetings with IDC Facilities Management Team on site. <b>NB: Senior Management team will be required to attend monthly Management meetings.</b>		
The bidder will be required to report all operational incidents to the IDC Facilities Management Office in writing via email or in person.		
<b>Substantiate / Comments</b>		

<b>5.1.8 Contractor Induction</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder will be expected to attend an induction meeting within two (2) weeks after appointment where a formal handover will be conducted and be familiarized with IDC site compliance requisites, policies and procedures prior to commencement of the service contract.		
The bidder must, in the induction meeting, bring a list of staff to be deployed at the IDC with the following information: Name, Address, ID Number and confirmation that the staff do not have criminal records.  <b>NB: IDC reserves the right to request removal of any personnel on site deemed not to be compliant with IDC policies and procedures.</b>		
<b>Substantiate / Comments</b>		

<b>5.1.9 Cleaning Staff</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder shall ensure that the personnel to be deployed at IDC have no criminal records.  <i>Note: IDC reserves the right to verify such before work commencement.</i>		
The Management/ supervisory staff on-site must be computer literate.		
The cleaning staff and management on site must be able to communicate, read and write in English.		

No information concerning IDC activities may be furnished to the public or news media by the contractor and his employees.		
The cleaning staff are prohibited from reading documents of records in offices or unnecessary handling thereof.		
All contractor management/ supervisory staff should have access to cellphone 24/7 for ease of communication in cases of emergency.		
<b>Substantiate / Comments</b>		

<b>5.1.10 Insurance</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance must be handed to IDC upon commencement of the service.		
<b>Substantiate / Comments</b>		

<b>5.1.11 Corporate Cleaning Experience</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must have relevant experience in providing cleaning services to corporate offices.		
The bidder must provide three (3) references for similar work done in the past five (5) years. Refer to <b>Table (a) Annexure 3</b> of this document for the response format provided. The bidder must also provide reference letters; the letters must be issued on bidder's client's official letter head.		
<b>Substantiate / Comments</b>		

## 5.2 Non-Mandatory Technical Requirements



<b>5.2.1. Other Cleaning Experience</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must have relevant experience in providing cleaning establishments with hosting and food preparation facilities.</p> <p>The bidder must provide three (3) references for similar work done in the past three years. Refer to <b>Table (b) Annexure 3</b> of this document for the response format provided. The bidder must also provide reference letters; the letters must be issued on bidder's client's official letter head.</p>		
<b>Substantiate / Comments</b>		

**Note: Responses provided in terms of this statement of compliance should be substantiated in the columns provided, and where the space is insufficient, please add or refer to any additional annexures in your response dealing with this.**

<b>5.2.2 Cleaning Programme and the deployed personnel:</b>	<b>Comply</b>	<b>Partial</b>	<b>Not Comply</b>	<b>Substantiation</b>
<p>The bidder must render a comprehensive cleaning service in line with the proposed standard cleaning methods stated above.</p> <p>Provide a plan depicting a comprehensive detail pertaining to the proposed cleaning service regimen/ schedule to be employed.</p>				
<p>The bidder must provide adequate staff to ensure that there is no break in service provision.</p> <p>Provide a resource plan indicating the number of supervisory/ management and cleaning staff on site per shift. The team organogram must be provided as well.</p>				
<p>The bidder must ensure that the provision of service does not interfere with IDC operations. .</p> <p>Please provide an operating plan depicting operating times/ shifts and the rational for the proposed times.</p>				
<p>The bidder must deploy capable cleaning/ operational personnel.</p>				

Please provide details of your deployment/ recruitment and training plan.				
<p>The supervisory personnel on site must have relevant management experience in cleaning services.</p> <p>Please refer to <b>Table (c) of Annexure 3</b> of this document for details to be provided.</p> <p>CV's of the proposed site supervisory staff and the relevant training certificates must also be provided.</p>				

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

- 1 Please indicate your total bid price here: R..... (compulsory)
- 2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**
- 3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

**Important:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

4

The bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate.	Comply	Not Comply
Substantiate / Comments		

5

All additional costs must be clearly specified and included in the total bid price.	Comply	Not Comply
Substantiate / Comments		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC.	Comply	Not Comply
Substantiate / Comments		

### 7 COSTING MODEL

#### 7.1 IDC 1 - Kindoc

**Note: IDC 1 is made of 21,500 m<sup>2</sup> building (inclusive basement parking); exterior walkways and covered parking.**

Description		Fixed Monthly Service Fee (VAT Excl.)	Total Cost per Annum (VAT Excl.)
Cleaning Service Fee	Year 1		
	Year 2		
	Year 3		
<b>Sub-Total (A) (VAT Excl.)</b>			

**Note: The Fixed Monthly Service Fee should comprehensively reflect the IDC requirements for the cleaning service; covering all elements required for the provision of the service. The fee must cover the following, but not limited to, elements: labour (in line with the relevant statutory guidelines), management, consumables (chemicals, hand and paper towels etc.), equipment and tools, uniform, PPE and any statutory requirements.**

#### Breakdown of Monthly Service Fee

The bidder must provide a detailed breakdown of the proposed monthly service fee:

Cost Element	Monthly Service Fee (VAT Excl.)		
	Year 1	Year 2	Year 3
<b>Total Monthly Service Fee (VAT Excl.)</b>			

Note: The cost breakdown must reflect detailed labour costs per personnel.

#### SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (cleaning staff – day shift)	
Number of resources (cleaning staff – night shift)	
Supervisory staff on site per shift	
Commencement Date	

#### 7.2 IDC 2 – Dymson

Note: IDC 2 is made of 3,500 m<sup>2</sup> building (including basement parking); and exterior walkways and covered parking.

Description		Fixed Monthly Service Fee (VAT Excl.)	Total Cost per Annum (VAT Excl.)
Cleaning Service Fee	Year 1		
	Year 2		
	Year 3		
<b>Sub-Total (B) (VAT Excl.)</b>			

Note: The Fixed Monthly Service Fee should comprehensively reflect the IDC requirements for the cleaning service; covering all elements required for the provision of the service. The fee must cover the following, but not limited to, elements: labour (in line with the relevant statutory guidelines), management, consumables (chemicals, hand and paper towels etc.), equipment and tools, uniform, PPE and any statutory requirements.

#### Breakdown of Monthly Service Fee

The bidder must provide a detailed breakdown of the proposed monthly service fee:

Cost Element	Monthly Service Fee (VAT Excl.)		
	Year 1	Year 2	Year 3

<b>Total Monthly Service Fee (VAT Excl.)</b>			

**Note:** The cost breakdown must reflect detailed labour costs per personnel.

#### **SUMMARY OF THE PROPOSAL**

<b>DESCRIPTION</b>	<b>BIDDER'S PROPOSAL</b>
<b>Number of resources (cleaning staff – day shift)</b>	
<b>Number of resources (cleaning staff – night shift)</b>	
<b>Supervisors on site per shift</b>	
<b>Commencement Date</b>	

<b>Total Bid Price (A + B) (VAT Excl.)</b>	
--	--

#### **7.3 Ad hoc cleaning services**

**The bidder must provide rates to be used for ad hoc services:**

<b>Description</b>	<b>Rate (VAT Excl.)</b>
High rise walls requiring special skills and equipment	
High-rise windows requiring special skills and equipment	

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T55/08/13** the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer to provide cleaning services as detailed in this Tender document for a period 36 months at the following total amount, including annual escalation:

**R..... (Excluding VAT)**

**In words**

**R.....(Excluding VAT)**

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Bid document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

(Print name of signatory)

Designation

**FOR AND ON BEHALF OF:** COMPANY NAME

Tel No

Fax No

Cell No

## **SECTION 4: ANNEXURES**



## Annexure 1 – Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised  
Signatory \_\_\_\_\_

Position of Authorised  
Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Sub Contractors	
Other	

### REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	

Vat registration Number	
Contact Person	
Telephone Number	
Cell Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

<b>If using sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell Number	
Fax Number	
Email address	

Postal Address	
Physical Address	
<b>Sub contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

## Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

*[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]*

The Respondent must complete the following questionnaire.

### Respondent's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Respondent or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Respondent or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?  To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	Was the Respondent or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		

Item	Question	Yes	No
3.4	Does the Respondent relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Respondent and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Annexure 3: Response Format for Section 2 Bidder's Experience and the proposed Project Team**

Request for Proposal No: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]*

**The bidder must provide the following information:**

**Table (a) Details of the bidder's current and past (over the five years) contracts for cleaning of corporate offices:**

[illegible]

**Table (b) Details of the bidder's current and past (over the five years) contracts for cleaning of establishments with hosting and food preparation facilities:**

<b>Client' Name</b>	<b>C o n t r a c t V a l u e</b>	<b>Contract period (Start and End Dates)</b>	<b>Description of service performed</b>	<b>Building descriptions i.e. size (m<sup>2</sup>); available facilities</b>	<b>Name, title and telephone contact of client</b>

**(c) Details of the bidder's proposed on-site supervisory team:**

<b>Name</b>	<b>Po s i t i o n</b>	<b>Role / Duties in this contract</b>	<b>Relevant Experience – details of similar roles in previous contracts</b>





## Annexure 4: Declaration Form for Local Content

### SBD 6.2

#### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## **2. Definitions**

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

### **LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution): .....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Annexure 5 – Declaration of Interest

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

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

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person  
connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

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

2.9.1 If so, furnish particulars.

.....  
.....  
.....

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

2.10.1 If so, furnish particulars.

.....  
.....  
.....

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

2.11.1 If so, furnish particulars:

.....  
.....  
.....



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

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

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder