



BID DESCRIPTION

PROVISION OF CLEANING SERVICES FOR THE NATIONAL RESEARCH FOUNDATION’S OFFICES IN PRETORIA CENTRAL(NRF/SAASTA, DIDACTA BUILDING), AND JOHANNESBURG (NRF/SAASTA, JOHANNESBURG OBSERVATORY) FOR SIXTY MONTHS

Invitation to Bid

You are hereby invited to bid for requirements listed in this document

**Bid Number NRF/SAASTA/04/2018-2019**

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| Description: nrf |
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| 1. INVITATION TO BID (SBD 1A) | | | | |
| **Bid number** | | **NRF/SAASTA/04/2018-2019** | | |
| **Closing date and time** | | **30 November 2018 at 11:00** | | |
| **HIGH LEVEL SUMMARY OF BID REQUIREMENTS** | | | | |
| Provision of cleaning services for the NRF’s offices in Pretoria central (Didacta building) and Johannesburg (Johannesburg Observatory). The cleaning services are inclusive of all facilities (floors, walls, windows, carpets, offices, furniture, kitchens, boardrooms, basement, and yard) of its premises and contents, keeping NRF facilities clean. The contract is for the period of sixty(60) months | | | | |
| **Bid response documents are deposited in the tender box situated at:** | | | | |
| **PHYSICAL ADDRESS:**  **Bid Box at Entrance** DIDACTA Building 211 Nana Sita Street Pretoria  **GPS coordinates**  25° 45’03,30”S & 28° 11’21,42”E  **Hours accesiblity**  24 Hours as bid box is accessed from the public pavement  **Dimensions of tender box opening**  10 cm x 40 cm | | | **ADDRESSED AS FOLLOWS:**  On the face of the envelope, the Bid Number and Bidder’s Name, Postal Address, Contact Name, Telephone Number and Email Address.  All documents are bound in one folio(envelope) | |
| **Bidding procedure enquiries may be directed in writing to:** | | | **Technical information may be directed in writing to:** | |
| Section | Supply Chain Management | | Section | Project Manager |
| Contact person | Tshepo Matheane | | Contact person | Medupe Moeng/Vanessa Naidoo |
| E-mail address | [Tshepo@saasta.ac.za](file:///C:\Users\Brian%20Womack\Downloads\Specs%20for%20QA\SAASTA%20Cleaning\Tshepo@saasta.ac.za) | | E-mail address | [medupe@saasta.ac.za](mailto:medupe@saasta.ac.za)/[Vanessa@saasta.ac.za](file:///C:\Users\Brian%20Womack\Downloads\Specs%20for%20QA\SAASTA%20Cleaning\Vanessa@saasta.ac.za) |

| SUPPLIER INFORMATION | | | | | | | | | | | | |
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| **Name Of Bidder** | | | | | | | | | | | | |
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| **Postal Address** | | | | | | | | | | | | |
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| **Street Address** | | | | | | | | | | | | |
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| **Telephone Number** | | | | | | | | | | | | |
| Code |  | | Number | | | |  | | | | | |
| **Cell Phone Number** | | | | | | | | | | | | |
| Code |  | | Number | | | |  | | | | | |
| **Facsimile Number** | | | | | | | | | | | | |
| Code |  | | Number | | | |  | | | | | |
| **E-Mail Address** | | | | | | | | | | | | |
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| **VAT Registration Number** | | | | | | | | | | | | |
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| **Tax Compliance Status** | | Tax Compliance System PIN | | |  | | | OR | Central Supplier Database No. | | | MAAA |
| **B-BBEE Status Level Verification Certificate** | | | | Tick Applicable Box.  ❑ Yes ❑ No | | | | | **B-BBEE Status Level Sworn Affidavit** | Tick Applicable Box.  ❑ 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  [If yes, enclose proof] | | **Are you a foreign-based supplier for the goods/services/ works offered?** | | | ❑ Yes ❑ No  [If yes, answer the following questionnaire] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS   |  |  | | --- | --- | | Is the entity a resident of the Republic of South Africa (RSA)? | ❑ Yes ❑ No | | Does the entity have a branch in the RSA? | ❑ Yes ❑ No | | Does the entity have a permanent establishment in the RSA? | ❑ Yes ❑ No | | Does the entity have any source of income in the RSA? | ❑ Yes ❑ No | | Is the entity liable in the RSA for any form of taxation? | ❑ Yes ❑ No |   If the answer is “No” to all of the above, then it is not a requirement to register for a tax compliance status system PIN code from the South African Revenue Service (SARS) and if not register as per 2.3 below. | | | | | | | | | | | | |

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| 1. TERMS AND CONDITIONS FOR BIDDING (SBD 1B) | | | |
| 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. Bid pages are bound to minimise risk of lost pages. | | 1.3 | This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions Of Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements. | | 1.4 | The successful bidder will be required to fill in and sign a written contract form (SBD7). | | | | |
| 1. **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 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 who are persons in the service of the state. | | | | |
| 1. **TWO ENVELOPE SYSTEM** | | No | |
| 1. **VALIDITY PERIOD FROM DATE OF CLOSURE** | | | 150 days |
| 1. BRIEFING SESSION OR SITE VISIT DETAILS | | | |
| Attendance: |  | | |
| Venue 1 | **Compulsory Briefing Session and Site Visit**  Didacta Building  **14 November 2018 at 11:00**  211 Nana Sita Street,Pretoria,0001;  Medupe@saasta.ac.za | | |
| **Venue 2** | **Compulsory Briefing Session and Site Visit**  Observatory, Johannesburg  **15 November 2018 11:00**  18A Gill Street, Observatory, Johannesburg  Vanessa@saasta.ac.za | | |
| 1. **ACKNOWLEDGEMENT OF READING EACH PAGE** | | | |
| The bidder warrants by signature in this document that the bidder has read and accepts each page. | | | |
| 1. **CENTRAL SUPPLIER DATABASE REGISTRATION** | | | |
| Bidders are requested to register on the Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the NRF to verify the supplier’s tax status on the Central Supplier Database. | | | |

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| 1. **CLARIFICATION** |

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| If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the enquiries section above. The National Research Foundation distributes the response to a clarification request to all respondents that have communicated their intention to bid (i.e. briefing session attendance register) within two (2) working days of receipt of the query. The National Research Foundation does not provide the origin of the request to any party. |

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| 1. **RESPONSE PREPARATION COSTS** |

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| The NRF is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations. |

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| 1. **COLLUSION, FRAUD AND CORRUPTION** |

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| Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned. |

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| 1. **FRONTING** |

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| The NRF, in ensuring that bidders conduct themselves in an honest manner, will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches of any of the fronting indicators as contained in the Department of Trade and Industry’s “Guidelines on Complex Structures and Transactions and Fronting”. Failure to do so within a period of seven (7) days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the NRF may have against the bidder concerned. |

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| 1. **DISCLAIMERS** |

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| The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness. The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith. |
| 1. **BINDING** |
| Bidders bind their bid submissions in a single volume for technical and price. All supporting documentation documenting meeting each specification is at the back of the technical volume and clearly referenced. |
| THE BIDDING SELECTION PROCESS |
| **Stage 1 – Compliance to submission requirements**  Bidders warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the Returnable Document List and conform to all the terms, conditions, and specifications as set out in this document. Where the NRF discovers departures within the Returnable Documents List, the NRF assess these as minor and major departures.  The NRF assesses discovered departures within the Returnable Documents List and classes them as minor and major departures. The NRF classifies minor departures where clarity can be obtained from information already presented within the document noting the following::   * 1. The NRF may allow clarification requests of certifications and documents stemming from legislative bodies for purposes of demonstrating legal compliance not used for the purposes of technical evaluation scoring and price ranking. The NRF may request from the bidder these documents during the period of evaluations, but must already be submitted and assessed by the time of making the final recommendation for contract award to the Bid Adjudication Committee.   2. In some cases, minor departures can still lead to disqualification of the bid, therefore the bidders ensure that their bids are complete and without any mistakes.   Major departures will lead to disqualification of the bid. These include:   * 1. The departure detrimentally affects the scope, quality, or performance of the procurement set out in this document;   2. The departure prevents the Evaluation Committee from evaluating the received bid against the evaluation criteria set out in this document;   3. The departure changes the required specifications and/or the risks and responsibilities as set out in this document; and/or   4. The departure affects the fair competition with other bidders if the bidder is allowed to rectify the material submitted. |
| **Stage 2 – Evaluation of Bids against Technical Specifications**  **Bidders achieving Yes” to all lines in the technical eligibility table enter the Price and Preference points scoring stage:** |
| Stage 2A – Evaluation of Bids against Specifications including Quality  The NRF evaluates each bidder’s written response to the specifications issued in accordance to published technical eligibility criteria set out in this document. |
| Stage 2B – Due Diligence Interviews or Proof of Delivery/Concept against Specifications  Where circumstances justify it, the NRF conducts interviews with shortlisted bidders for them to present further information or provide further proof to the evaluation committee. In these cases, the National Research Foundation provides the areas of concern to the short listed bidders to address in their presentations with this document and, where necessary, may provide further areas of concern to the short listed bidders at this stage. |
| Stage 2C – Due Diligence Research including site visits prior to award  The National Research Foundation confirms the recommended bidder(s)’s reference letters with referees to confirm the recommendation(s). The NRF has the right to conduct supply chain due diligence, including site visits and inspections, prior to the award. |
| **Stage 3 – Price/Preference Evaluation**  Basis of Fair Competition:  The NRF compares each bidder’s pricing proposal on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid’s pricing requirements including the application of fair pricing tests as set out below in the section “Insufficiency of Funds”.  Ranking of the bidders pricing:  The NRF ranks the qualifying bids on price with lowest priced bid receiving the maximum points (either 80 or 90) and the remainder ranked in relation to the lowest priced bid. The NRF adds the bidders’ claimed preference points as verified to the submitted preference claim form (SBD 6.1) to provide the final ranking for the award decision. |
| **Stage 4 – Checking Tax Compliance** |
| Stage 4A – South African Resident Taxpayers  The NRF notifies the recommended bidder in writing where their tax compliance check reflects that they are non-compliant and provides the recommended bidder seven (7) working days to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement with SARS to meet their outstanding tax obligations. Failure to deliver such written evidence of compliance results in the rejection of that recommended bid.  Where goods and services are procured from foreign suppliers with tax obligations in South Africa, proof of their tax compliance status must be obtained from the supplier. Application for tax compliance status (TCS) PIN may be made via e-Filing through the SARS website www.sars.gov.za. |
| Stage 4B – Non-Resident Foreign Bidders  Where foreign bidders are submitting a bid, they complete all sections of the SBD1 especially the tax questionnaire. The NRF submit the Foreign Bidder’s completed SBD1 to the South African Revenue Service to obtain from the South African Revenue Service the Confirmation of Tax Obligations letter. Where South African Revenue Services does not issue the letter, Stage 4A applies in clearing the reason for not receiving the letter. |
| **Stage 5 – Award and Contract Signing**  The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation. |
| CANCELLATION OF THE BID PRIOR TO AWARD |
| Procurement not required  The NRF cancels the Bid Invitation prior to making an award if due to changed circumstances there is no need for the specified procurement in the document. |
| No Acceptable Bids  The NRF cancels the Bid Invitation prior to making an award if it receives no acceptable bids, i.e. which do not meet the minimum requirements set out in this document. |
| Invalid Bid Procedure  The NRF cancels the Bid Invitation prior to making an award if a material irregularity occurred in the bid process. |
| Insufficiency of Funds or Bids not within a fair price range  The NRF cancels the Bid Invitation, where it is a once-off supply, prior to making an award if the funds are no longer available to cover the total envisaged expenditure at the date of award. The NRF cancels the purchase order or does not issue purchase orders, for continual supply contracts , where there is not the funds to cover that purchase order value.  The NRF conducts market pricing tests to arrive at an opinion of reasonableness of the bid price offered. Where these tests reflect pricing outside of the established market price range, the evaluators may recommend price negotiation. The NRF only negotiates price, and no other component, with the winning bidder or, where that bidder refuses negotiation, with the next ranked bidder in the price/preference ranking until a market related price is achived. |
| SBD 1 SIGNATURE |
| **NB: FAILURE TO PROVIDE/OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.** |
| **SIGNATURE OF BIDDER:** |
| **CAPACITY UNDER WHICH THIS BID IS SIGNED**  (Proof of authority must be submitted e.g. company resolution**)** |
| **DATE:** |

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| 1. SCOPE OF WORK |

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| INTRODUCTION TO THE NRF |
| The National Research Foundation Act, Act 23 of 1998 establishes the National Research Foundation (“NRF”) as the juristic person that makes this bid invitation and the legal entity that will contract with the awarded bidder. The Public Finance Management Act classifies the organisation as a Schedule 3A Public Entity. |
| INTRODUCTION TO THE NRF BUSINESS UNIT MANAGING THIS BID |
| South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the NRF and its primary function is to advance public awareness, appreciation, and engagement of science, engineering, and technology (SET) in southern Africa. It manages the Didacta and Observatory sites. |
| CONTEXT OF THIS PROCUREMENT |
| The objective of the work is to keep the NRF/SAASTA buildings and premises clean, healthy, and neat at all times providing a good impressions to employees and guests that enhances the NRF reputation positively. The NRF’s employees and guests must not be at risk hazardous chemicals, wastes and other environmental hazards.  The NRF/SAASTA requires a cleaning contractor with the skills and experience to provide cleaning services on a daily basis (during working days) for a period of five (5) years per each of the premises/site of the NRF. The NRF assigns its premises to different business units who manage these services for their assigned premises and the monthly payment of rendered services.  These premises are:  1. Didacta Building, 211 Nana Sita Street, Pretoria – Business Unit: SAASTA  The floor space to be cleaned in this building is approximately 9 000 square metres, excluding the office space leased out which are not part of this bid. It has two road accesses on either end of the property and main entrance in the middle.  2. Johannesburg Observatory, 18 Gill Street, Observatory, Johannesburg - Business Unit: SAASTA  The property is approximately 35 000 square meters having a number of buildings and the Observatory itself. The premise has a number of buildings let to third parties. The cleaning services are required for those buildings under NRF\SAASTA control of approximately 10 000 square meters.  The requirement of services between the two sites differs due to the nature of usage. The Observatory site hosts the Johannesburg Observatory and exhibit halls whereas the Didacta Building is the main centre for SAASTA. Further differential factors are the frequency of usage of spaces, i.e. Observatory area is utilised for big open areas for equipment and exhibits; Didacta has more carpeted offices than Observatory; and most SAASTA employees are based at the Didacta building. |
| CONTRACT PERIOD |
| The contract period for this bid contract is sixty(60) months. |
| INTERDEPENDENCIES TO OTHER SYSTEMS/PROCESSES IMPACTING THIS SPECIFICATION |
| NRF/SAASTA provides the toilet paper, hand soap, and hand towels, and hence are not part of this bid  An external contractor services the air fresheners and sanitary bins, and hence are not part of this contract. |
| SPECIFICATION of the areas to be cleaned in the didacta building |
| The Didacta building of 9 000 square meters is to be cleaned and serviced comprising of the following listed areas :   1. **Ground Floor :**  * 1 x Auditorium * 1 x Boardroom * 1 x Meeting Room (KRC) * 1 x Reception Area * 1 x Foyer/Lobby Area * 28 x Offices * 1 x IT Server Room * 1 x IT Network Room * 1 x Lift * 2 x Kitchens * 1 x Sick Room * 2 x Dining Area * 6 x Male Toilets * 8 x Female Toilets * 4 x Urinals * 1 x Special Needs Toilets * 7 x Passages  1. **First Floor Main Area**    * 2 x Meeting Areas    * 26 x Offices    * 2 x Network Rooms    * 4 x Passages    * 4 x Store Rooms    * 1 x Printer Room    * 2 x Female Toilets    * 1 x Male Toilet    * 1 x Urinal    * 4 x Passages 2. **First Floor Training Area**    * 3 x Breakaway Rooms    * 1 x Dining Area    * 1 x Kitchen    * 1 x Foyer/Lobby 3. **Second Floor Main Area**    * 29 x Offices (must be cleaned quarterly when not occupied)    * 4 x Offices (must be cleaned daily)    * 2 x Boardrooms    * 1 x Registry Area    * 2 x IT Network Room    * 1 x Kitchen    * 1 x Dining Area    * 3 x Male Toilets    * 1 x Urinal    * 4 x Female Toilets    * 5 x Passages 4. **Second Floor Eastern Area**    * 12 x Offices    * 1 x Boardroom    * 1 x Dining Area    * 1 x Printer Room    * 2 x Store Room    * 1 x Male Toilet    * 1 x Female Toilet    * 1 x Passage 5. **Basement and Outside**    * 5 x Bays Carport Parking Area    * 3 x Storerooms    * Ramp Pathways    * 1 x Rubbish Bin Area    * Garden Area    * Basement Parking |
| SPECIFICATION of the areas to be cleaned in the JOHANNESBURG OBSERVATORY building |
| The Johannesburg Observatory site area of 10 000 square meters which is to be cleaned and serviced comprising of four (4) buildings and include areas listed below :   1. **Outside Areas**    * 50 bays in the Parking Area    * Ramp Pathway    * Rubbish Bins Area    * Main Entrance 2. **Telescope Building**    * 1 x Dome    * 1 x Auditorium    * 1 x Storeroom    * 1 x Kitchen    * 1 x Kitchen Storeroom    * 1 x Male Toilet    * 1 x Female Toilet 3. **Classroom**    * 1 x Class    * 1 x Preparation Room    * 1 x Female Toilet    * 1 x Female Shower    * 1 x Male Toilet    * 1 x Urinal    * 1 x Male Shower 4. **Level 1 – Exhibition Area**    * Exhibits    * 1 x Server Room (To cleaned under supervision)    * 5 x Storerooms    * 1 x Open Area 5. **Level 2 – Reception Area**    * 1 x Resource Centre    * 2 x Forensic Labs    * 1 x Passage/Lobby    * 1 x Chemical Storeroom    * 2 x Male Toilets    * 5 x Urinals    * 3 x Female Toilets    * 1 x Special Needs Toilet 6. **Level 3 – Exhibition Area**    * Exhibits    * 1 x Infinity Room    * 1 x Mirror Maze    * 1 x Open Area    * Ramp 7. **Level 4 – Tenanted**    * 3 x Offices    * 1 x Reception    * 1 x Lab    * 1 x Boardroom    * 1 x Kitchen    * 1 x Dining Area    * 2 x Male Toilets    * 5 Urinals    * 3 x Female Toilets    * 1 x Special Needs Toilet 8. **Level 4 – SAASTA Administration Block**    * 2 x Boardrooms    * 8 x Offices – (must be cleaned daily)    * 4 x Offices (Tenanted - must be cleaned daily)    * 8 x Offices – (must be cleaned once a week when not occupied )    * 1 x Registry    * 1 x Server Room (To be cleaned under supervision – once a month)    * 3 x Male Toilets    * 2 x Urinals    * 3 x Female Toilets    * 1 x Special Needs Toilet 9. **Level 5 – Exhibition Area**    * Exhibits    * Open Area    * Ramp 10. **Level 6 – Exhibition Area**     * Open Area     * Ramp 11. **Roof**     * 1 x Dome 12. **Staircases**     * 7 x staircases must be cleaned 13. **Lifts**     * 1 x Lift 14. **Windows**     * Clear glass in steel frames     * All windows, inside and outside to be cleaned every three (3) months  * Front Main Entrance to the building and reception (inside and outside) to be cleaned daily  1. **Carpets in Building**    * All carpets in offices, boardrooms and auditorium, passages, resource centre and open areas cleaned once per year with wet powder except Resource Centre, Level 4 - Tenanted which is to be cleaned with dry powder. |
| CLEANING CYCLE SPECIFICATION FOR THE DIDACTA BUILDING |
| The cleaning cycle with the minimum performance levels required are set out below:   1. **Reception Area and Entrance Foyer/lobby**   **DAILY :**   * + - Sweep/wash entrance staircase;     - Clean doormats;     - Wash/damp mop entrance lobby;     - Wipe counter and table top surfaces;     - Empty and clean all waste receptacles;     - Spot clean/dust glass doors and glass panels of entrance;     - Vacuum/damp wipe upholstered chairs/carpets; and mop tiled floors   **WEEKLY**   * + - Dust/spot clean horizontal/vertical accessible surfaces     - Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * Scrub/strip tiled floors  1. **Offices, Boardrooms, Meeting Rooms, boardrooms, Training Rooms, Knowledge Resource Centre, Store Rooms, Passages, and Dining Area, Open areas**   **DAILY:**   * Empty and clean all waste receptacles; * Dust all furniture (desks, credenzas, filing cabinets); * Vacuum clean carpets; * Spot clean/dust walls, doors, light switches and light fittings; * Clean all telephones ; * Dust computer equipment; * Mop tiled floors; * Carpet spot cleaning meeting/board rooms; * Carpet spot cleaning auditorium; * Carpet spot cleaning stair case next to the main kitchen; * Spot cleaning Ottomans (MD’s passage) and carpet spot cleaning training rooms   **WEEKLY**   * Vacuum upholstered chairs/furniture in offices; * Polish/spot wipe all other wooden/ steel furniture; * Damp wipe/dust pictures and mirrors; * Disinfect telephone handsets * Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * 20 x Vacant Offices * Scrub/strip tiled floors; * Vacuum upholstered chairs/ furniture in meeting rooms; * Wipe boardroom chairs  1. **Kitchens & Dining Areas**   **DAILY**   1. Wash/damp mop and maintain floor according to type; 2. Dust/spot clean horizontal/ vertical accessible surfaces; 3. Wipe/spot clean glass and steel tables; 4. Empty and clean waste receptacles; 5. Wash all dishes and dish cloths.   **WEEKLY**   * Spot clean doors, walls and dust light fittings; * Clean kitchen cupboards, * Sink and refrigerator * Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * Scrub/strip tiled floors  1. **Male And Female Toilets (all floors)**   **TWICE PER DAY**   * Clean and sanitize all bowls, basin, urinals, vanity slabs and showers; * Replenish consumables (i.e. toilet paper, hand soap and hand towels as provided by NRF/SAASTA); * Wash both sides of toilet seats and empty and clean all waste receptacles   **DAILY**   * Wash/ damp mop and maintain floor according to type; * Spot clean doors, walls, basins; * Damp mop floor with disinfectant; clean all mirrors and metal fittings; * Dust/spot clean horizontal/ vertical accessible surfaces; * Empty and clean waste receptacles;   **WEEKLY**   * Wash walls and doors of cubicles; * Wash walls and doors of bathrooms; * Dust and wash tops of doors and cubicle walls and dust blinds and light fittings * Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * Scrub/strip tiled floors;  1. **Glass Windows /Partitioning**   **DAILY**   * Spot clean glass doors; * Dust mirrors/certificates; * Spot clean and dust glass panels   **MONTHLY**   * Spot cleaning and dusting of all doors; * Wash walls, doors and windows; * High and low level dusting  1. **Rubbish Area**   **DAILY**   * Place rubbish in dustbins and close bins * Spot clean areas around bins to avoid pests   **3 TIMES PER WEEK**   * Clean Dust bins with hose-pipe and disinfectant chemicals * Hose down dust bin area and disinfect/sanitise area   **MONTHLY**   * Spot cleaning and dusting of all doors * All rubbish and superfluous materials that accumulate must be removed  1. **Window Cleaning (Interior and Exterior)**  * Clean exterior and interior window of the Didacta building two (2) times per year as scheduled  1. **Carpet cleaning**  * All carpeted areas once per year  1. **Cleaning of Server Rooms**  * All server rooms are to be cleaned monthly under supervision of the building coordinator.  1. **Cleaning of Basement Parking and Carports**  * Sweep daily * Basement parking to also be scrubbed monthly |
| CLEANING CYCLE SPECIFICATION FOR JOHANNESBURG OBSERVATORY |
| The cleaning cycle with the minimum performance levels required are set out below:   1. **Resource Center and Entrance Lobby/Passage**   **DAILY**   * Sweep/damp mop entrance steps and entrance lobby; * Clean doormats; * Wash/damp mop entrance lobby; * Wipe counter and table top surfaces; * Empty and clean all waste receptacles; * Spot clean/dust glass doors and glass panels of entrance; * Vacuum /damp wipe upholstered chairs/carpets; * Mop tiled floors   **WEEKLY**   * Dust/spot clean horizontal/vertical accessible surfaces * Dust /spot clean top of door frames and any picture frames   **MONTHLY**   * Scrub/strip tiled floors  1. **Offices, Boardrooms, Resource Centre, Forensic Labs, Store Rooms, Passages, and Dining Area, Plan Offices/Spaces**   **DAILY**   * Empty and clean all waste receptacles; * Dust all furniture (desks, credenzas, filing cabinets etc.); * Spot clean/dust walls, doors, light switches and light fittings; * Clean all telephones; * Dust computer equipment; * Mop tiled floors; * Carpet spot cleaning board rooms; * Carpet spot cleaning auditorium.   **WEEKLY**   * Vacuum upholstered chairs/furniture in offices; * Vacuum clean carpets; * Polish/spot wipe all other wooden/ steel furniture; * Damp wipe/dust picture and mirrors; * Disinfect telephone handsets * Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * 14 x offices * Scrub/strip tiled floors; * Vacuum upholstered chairs/furniture in meeting rooms; * Apply dubbin to clean boardroom chairs.  1. **Kitchens & Staff Tea Room**   **DAILY**   * Wash/damp mop and maintain floor according to type; * Dust/spot clean horizontal/ vertical accessible surfaces; * Wipe/spot clean glass and steel tables; * Empty and clean waste receptacles; * Wash all dishes and dish cloths.   **WEEKLY**   * Spot clean doors, walls and dust light fittings; * Clean kitchen cupboards, * Sink and refrigerator * Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * Scrub/strip tiled floors  1. **Male and female toilets (all floors)**   **DAILY**   * Wash/damp mop and maintain floor according to type; * Spot clean doors, walls, basins; damp mop floor with disinfectant; clean all mirrors and metal fittings; * Dust/spot clean horizontal/ vertical accessible surfaces; * Empty and clean waste receptacles;   **TWICE PER DAY**   * Clean and sanitize all bowls, basin, urinals, vanity slabs and showers; * Replenish consumables (i.e. toilet paper, hand soap and hand towels as provided by SAASTA); * Wash both sides of toilet seats and empty and clean all waste receptacles with the necessary protective wear provided by the cleaning company   **WEEKLY**   * Wash walls and doors of cubicles; * Wash walls and doors of bathrooms; * Scrub showers * Dust and wash tops of doors and cubicle walls and dust blinds and light fittings * Dust/spot clean top of door frames and any picture frames   **MONTHLY**   * Scrub/strip tiled floors;  1. **Glass Windows at the Entrance Door Height**   **DAILY**   * Spot clean glass doors; * Dust mirrors/certificates; * Spot clean and dust glass panels   **MONTHLY**   * Spot cleaning and dusting of all doors; * Wash walls, doors and windows; * High and low level dusting  1. **Rubbish Area**   **DAILY**   * Place rubbish in dustbins and close bins * Spot clean areas around bins to avoid pests * **Window Cleaning (Interior and Exterior)** * Clean exterior and interior window of the Observatory building four (4) times per year as scheduled.  1. **Carpet cleaning**   **ONCE PER YEAR:**   * All carpeted areas  1. **Cleaning of Server Rooms**  * All server rooms cleaned monthly under supervision of the maintenance assistant.  1. **Cleaning of Parking and Carports**  * Sweep daily |
| SPECIFICATION of EXPERIENCE, MATERIALS and EQUIPMENT REQUIRED |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **Experience**   The bidder has at least five years experience in providing cleaning services to clients in commercial buildings with at least three contracts having a contract value exceeding R 1 million combined,. The bidder carries public liability Insurance of not less than R 5 million (Five million Rands) or Letter of Intent. The bidder maintains operating premises within the Gauteng Province.   1. **Cleaning Materials**   The bidder supplies all cleaning materials, chemicals, and dishwashing liquids.  The bidder provides an indicative schedule of the nature and quantity of materials the bidder will use to deliver the services.  The cleaning materials must meet the following minimum criteria:   * The service provider provides only materials certified by the South African Bureau of Standards to their specification standards. * The service provider provides products, in their undiluted forms, that are not hazardous to humans, toxic, and corrosive to the skin or eyes and does not contain substances that contribute to poor indoor air quality. * The service provider provides products in a concentrate, absorbent compound and with proper labelling. * The service provider provides a Chemical Chart of products for the cleaning materials providing the following minimum information: * Product description * Product application * Environmental impact * Product safety  1. **Cleaning Equipment and Machines**   The service provider supplies all equipment, labour and transport required in order to complete the cleaning services as specified.  Any electrical equipment used must comply with SABS, SANS and CKS specifications/certification requirements as listed on the SABS website preventing harm to employees and guests complying to the minimum of:   * Vacuum Cleaners and Water Suction Cleaning Appliances: SABS IEC 335-2-2. * Floor Treatment and Wet Scrubbing Machines: SABS IEC 335-2-10. * General Purpose Cleaning Appliances: SABS IEC 335-2-54. * Wet and Dry Vacuum Cleaners including power brush for industrial and commercial use: SABS IEC 335-2-69. * Floor Treatment and Floor Cleaning Machines for industrial and commercial use: SABS IEC 335-2-67. * Spray Extraction Appliances for industrial and commercial use: SABS IEC 335-2-68   The NRF is not liable for any damage to equipment and machines used on the premises of the NRF buildings.  The proposed list, which is not exhaustive, is set out below:   |  |  |  |  | | --- | --- | --- | --- | | **EQUIPMENT** | **EQUIPMENT** | **EQUIPMENT** | **EQUIPMENT** | | Vacuum Cleaners (Low noise vacuum machine must be used) | Automatic walk-behind scrubbing machine | Cleaning and dusting cloths | Safety harnesses and equipment to clean windows/high areas. | | Carpet Cleaning Machines | Dry powder carpet cleaning powder | Platform brooms (hard and soft) | Brushes and pans | | Double Mopping Trolleys | Feather dusters and duster cloths | Protective and safety clothing | Toilet brushes | | Buff Machine | Floor cloths | Rubber gloves | Trolley bags | | Mops/Brooms | Hose brooms | Scrubbing and buffing pads | Vacuum bags | | Cleaning Chemicals | Masks (dust, fumes) | Signage –including warning signs | All danger signage | | Nylon Brooms | Janitor workstations | Ladders 6 Steps | Electrical Extension cords | | Push Sweeper Machine | Disc polishing machine monodisc | Wet floor signs – floor | 30m & 60m garden hose pipes | | Window Cleaning Kits | Water Power Cleaner |  |  | | |

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| 1. BID SUBMISSION PACK |

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| SETS OF BID DOCUMENTS REQUIRED: | | | |
| **Number of ORIGINAL bid documents for contract signing** | | | 2 |
| Bidders must submit the above number of original bid documents (including the bidder’s response to the specification and the bidder’s pricing) in hard copy format (paper document) to the NRF. These serve as the original sets for the legal bid document and, upon award and signature, the legal contract document between the bidder and the NRF. (Where only one set is requested, this remains with the NRF). The NRF, with the awarded bidder, signs these documents in black ink. The signed legal contract constitutes the closure of the competitive bid/tender/request for quotation process and sets out each party’s obligations for executing the contract. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents. In the case of a discrepancy between the evaluation copies and the master record, the master record prevails. In the case of a discrepancy between the original sets deposited with the NRF and that kept by the bidder, the original set deposited with the NRF is the master contract for both parties. | | | |
| **Number of EVALUATION copies (physical documents) or secured pdf**: | | Two(2) physical documents | |
| Bidders mark documents as “**Copy for evaluation**” and number all pages sequentially. | | | |
| RETURNABLE DOCUMENTS CHECKLIST | | | |
| **The bidder is to complete this table and to supply the necessary page references to the supporting documentation. A bidder failing to adequately provide any of the mandatory documents is automatically disqualified.** | | | |
| **Legislative/Technical Documents** | Compliance | | |

| (M – Mandatory); (O – Optional) | | Submitted | | Bid Section Reference | | Reference to Bidder’s document |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder Eligibility Administration** | | | | | | |
| 1 | Procurement Invitation (SBD 1), signed and completed. | M | ❑ Yes  ❑ No | Page 3, 10, and 61 | |  |
| 2 | Declaration of Interest with Government (SBD 4), signed and completed. | M | ❑ Yes  ❑ No | Page 37 | |  |
| 3 | Preference Points Claimed (SBD 6.1), signed and completed. | M | ❑ Yes  ❑ No | Page 39 | |  |
| 4 | Declaration of Past SCM Practices (SBD 8), signed and completed. | M | ❑ Yes  ❑ No | Page 43 | |  |
| 5 | Certificate of Independent Bid Determination (SBD 9), signed and completed. | M | ❑ Yes  ❑ No | Page 44 | |  |
| 6 | Bidder history showing number of years experience in the Cleaning Industry | **M** | ❑ Yes  ❑ No | Page 24 | |  |
| 7 | Certified copy of registration as employer with the Compensation Fund (COIDA) | **M** | ❑ Yes  ❑ No | Page 33 | |  |
| 8 | Certified copy of the letter of good standing from Department of Labour | **M** | ❑ Yes  ❑ No | Page 33 | |  |
| 9 | Certified copy of registration as employer with the Unemployment Insurance Fund (UIF) | **M** | ❑ Yes  ❑ No | Page 33 | |  |
| 10 | Briefing session attended | **M** | ❑ Yes  ❑ No | Briefing session details on page 6 | |  |
| 11 | Certified copy of of Public Liability Insurance contract of not less than R 5 million (Five million Rands) or Letter of Intent | **M** | ❑ Yes  ❑ No | Page 24 | |  |
| **Bidder’s Technical Eligibility** | | | | | | |
| 12 | A list of projects, with a minimum of three projects of a value more than R 1 million combined, reflecting the contact person and his/her position, contact details, description of project undertaken and the budget thereof | **M** | ❑ Yes  ❑ No | Page 24 | |  |
| 13 | List of equipment meeting the minimum equipment requirements | **M** | ❑ Yes  ❑ No | Page 24 | |  |
| 14 | Municipality bill and, if leasing, proof of contract with landlord with the name of the company reflecting the physical support office is located within Gauteng Province | **M** | ❑ Yes  ❑ No | Page 24 | |  |
| 15 | Three (3) written references, with contact details for those customers for whom the bidder has completed cleaning works within the last sixty (60) months that meets the minimum threshold of “Meets Requirements.” | **M** | ❑ Yes  ❑ No | Page 46 | |  |
| Reference 1: From: | | **M** | ❑ Yes  ❑ No | | | |
| Reference 2: From: | |
| Reference 3: From: | |
| Pricing Documents | | Compliance | | | | |
| Pricing (SBD 3), in this document, to be completed. | | **M** | ❑ Yes  ❑ No | Page 31 |  | |

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| --- | --- | --- |
| PRE-QUALIFICATION ELIGIBILITY CRITERIA | | |
| Pre-Qualifying Criteria | A minimum B-BBEE status level | 2 |
| Pre-Qualifying Criteria | An exempted micro enterprise (EME) or qualifying small enterprise (QSE) | EME/QSE included in above pre-qualification |
| Subcontracting to an EME or QSE which is at least 51% owned by black people) | A minimum of 30% | |
| **A bidder failing to meet any of the stipulated qualifying criteria is automatically disqualified.** | | |

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| ELIGIBILITY CRITERIA (GO/NO-GO) |

| **Selection Element** | | **Meet Specification Minimum** | **Bid Section Reference** | **Reference to Bidder’s document** |
| --- | --- | --- | --- | --- |
| Bidder Eligibility | | | | |
| 1 | Procurement Invitation (SBD 1) is completed and signed | ❑ YES ❑ NO | Page 3, 10, and 61 |  |
| 2 | Declaration of Interest with Government (SBD 4) ) is completed and signed | ❑ YES ❑ NO | Page 38 |  |
| 3 | Preference Points Claimed (SBD 6.1) ) is completed and signed | ❑ YES ❑ NO | Page 40 |  |
| 4 | Declaration of Past SCM Practices (SBD 8) is completed and signed | ❑ YES ❑ NO | Page 44 |  |
| 5 | Certificate of Independent Bid Determination (SBD 9) ) is completed and signed | ❑ YES ❑ NO | Page 44 |  |
| 6 | Verify the bidder history shows five years minimum in the Cleaning Industry | ❑ YES ❑ NO | Page 24 |  |
| 7 | The bidder is registered as employer with the Compensation Fund (COIDA) | ❑ YES ❑ NO | Page 33 |  |
| 8 | The bidder has a letter of good standing from Department of Labour | ❑ YES ❑ NO | Page 33 |  |
| 9 | The bidder is registered as employer with the Unemployment Insurance Fund (UIF) | ❑ YES ❑ NO | Page 33 |  |
| 10 | Briefing session attended | ❑ YES ❑ NO | Page 6 |  |
| 11 | The bidder has public liability Insurance contract of not less than R 5 million (Five million Rands) or Letter of Intent | ❑ YES ❑ NO | Page 24 |  |
| Bidder’s Technical Eligibility | | | | |
| 12 | Verify the bidder’s list of projects has a minimum of three projects of a value more than R 1 million combined | ❑ YES ❑ NO | Page 24 |  |
| 13 | Verify that the supplied reference letters reflect that all referees have marked the bidder as meeting their requirements | ❑ YES ❑ NO | Page 46 |  |
| 14 | Verify the supplied list of equipment meets the minimum equipment requirements | ❑ YES ❑ NO | Page 24 |  |
| 15 | Verify the municipality bill and, if leasing, proof of contract with landlord with the name of the company, reflects the physical support office is located within Gauteng Province | ❑ YES ❑ NO | Page 24 |  |
| 16 | Due diligence : Verify by site visit that the bidder has an office within Gauteng with working telephone line, vehicles, equipment and personnal record storage | ❑ YES ❑ NO | Page 24 |  |

| SBD 3.1: PRICING DETAIL | |
| --- | --- |
| **Pricing Special Conditions** | |
| 1 | **Pricing Schedule:** In terms of General Conditions of Contract clause 17.1, the price schedule remains unchanged for the duration of the contract with the NRF accepting no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract with the exception of any price adjustments authorised in the Special Conditions of Contract for pricing set out below: |
| **1A** | **Firm Quantities over the Contract Period:** The NRF states where it requires firm set quantities during the current period with the time of delivery being determined during the contract period. |
| **1B** | **Estimated Quantities over the Contract Period:** The NRF may require further quantities of services specified in this contract during the current period with the actual quantity and time of delivery being determined when such quantities are needed. For bidding purposes and to establish the contract ceiling price, the NRF provides estimated quantities of its requirements and estimated timing during the contract period for bidders to establish their pricing. The NRF’s reason for estimation is (a) securing future operational sites not known at the date of bid, and/or (b) increased cleaning requirements not known at the date of the bid. |
| 1C | **Placement of Written Purchase Orders:** The NRF manages the execution of this contract through the issue of written purchase orders – stipulating quantity, description, delivery date, and the unit price as set out in this contract - for the contracted supplies.  The NRF, when issuing the written purchase order, guarantees that the funding is available for payment of the services stated on the issued purchase order. |
| 1D | **Contract Ceiling Price:** With these estimates in the bid contract, the contract ceiling price is an estimate including both the firm quantities and the potential future quantities within the contract ceiling price. The NRF does not provide guarantees or commitments that it will order this entire amount making up the contract ceiling price during the contract’s life. The NRF, through the signed contract, guarantees its procurement of the specified goods and services is only from the contracted party. The NRF manages the contract by paying only for the verified delivered quantity per each purchase order at the prices set out in this contract with the cumulative value of these paid invoices being the actual total contract price at expiry of the contract. |
| 1E | **Price Adjustments:** In terms of General Conditions of Contract clause 17.1, the price adjustments with the rules for application are set out below as special conditions of Contract Clause 17.1.  **Price adjustments and their corresponding rules are for the management of price risks on the basis of the NRF and the contracted bidder sharing the risk equally.** |
| * Sectoral determined wage increases and minimum wages:   The service provider pays its employees at least the minimum monthly basic wage in terms of Section 56 of the Basic Conditions of the Employment Act, no 75 of 1997, Sectoral Determination 1: Cleaning Sectoral Determination (2017) published in the Government Gazette for Cleaning Services, thereby avoiding any service interruptions. |
| * Quantum of Services Required During the Contract Life   The NRF does not know at the date of the bid the need for expanding the services that depend on future unforeseen events or changes in the NRF’s operational requirements. The NRF manages these risks under the General Condition of Contract clause 13. |
| * Pricing for the Addition of New Premises/Sites:   The NRF does not know at the date of the bid the need for adding additional sites for cleaning services that depend on future unforeseen events or changes in the NRF’s operational requirements. The NRF manages these risks under the General Condition of Contract clause 13. |
| 2 | Price quoted is South African Rands (ZAR) in terms of General Conditions of Contract clause 16.4 |
| 3 | Price Quotation Basis: Price quoted is fully inclusive of all costs including labour time, necessary equipment, cleaning machinery time and cleaning supplies necessary to deliver the cleaning services to the specified NRF price delivery point and includes value added tax, income tax, unemployment insurance fund contributions, and skills development levies in terms of General Conditions of Contract clauses 12, 32.1 and 32.2.  Price Delivery Point: In cases where different delivery points influence the pricing, the bidder submits a separate pricing schedule for each delivery point. |
| Delivery Points:   1. Didacta Building, 211 Nana Sita Street,Pretoria,0001 2. 18A Gill Street, Observatory, Johannesburg |
| **4** | Application of Preference Points: Pricing is subject to the addition of Preference Points as stipulated below - Standard Bidding Document 6.1 Preference claim form. |
| **PRICING SCHEDULE** | |

|  | QTY | DESCRIPTION | UNIT OF MEASURE | UNIT PRICE | | TOTAL PRICE |
| --- | --- | --- | --- | --- | --- | --- |
| **Site 1 - 211 Nana Sita Street,Pretoria,0001** | | | | | | |
| Year 1 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 2 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 3 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 4 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 5 | 12 | Cleaning service | Cleaning service per month |  | |  |
| **Site 2 - 18A Gill Street, Observatory, Johannesburg** | | | | | | |
| Year 1 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 2 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 3 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 4 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Year 5 | 12 | Cleaning service | Cleaning service per month |  | |  |
| Total Cost is determined by multiplying quantity by unit price for all line items | | | | | |  |
| TOTAL CONTRACT VALUE OF ABOVE (CEILING PRICE) | | | | | R | |

| SPECIAL CONDITIONS OF CONTRACT | |
| --- | --- |
| (AMENDMENTS TO SPECIFIC CLAUSES OF THE GENERAL CONDITIONS OF CONTRACT LISTED BELOW EACH CLAUSE IN THAT SECTION). | |
| 1 | **Implementation Planning and Project Management**  The contracted provider will arrange an initial meeting to determine delivery execution with the assigned NRF project team. Both parties will review the proposed project execution plan submitted with the bid and agree on the finalised timetable stating clearing commence date and completion date of each stage of the implementation. Special conditions pertaining to project management are listed below (if applicable). |
| The service provider provides in site supervision of the cleaning service.  The service provider prepares the cleaning cycle to deliver the services meeting the coverage and frequency specified. The service provider arranges the planning meeting with the NRF representative to obtain agreement on the cleaning cycle.  The service provider manages their cleaning staff to deliver on the cleaning cycle for the areas being cleaned. |
| 2 | **Performance verification**  In terms of GCC Clause 16 read with the SCC Clause 16.2A, the NRF-appointed contract manager or agent verifies that the performance of this contract in terms of services, delivery service, goods, labour and any other element specified in this contract are at the contracted performance level and/or the goods meet the contracted specifications with the representative/s of the contracted provider. Both parties verify this through signing the verification documentation. Both parties, at this time, agree on quantity, unit cost and total value on the same signed document.  Further verification steps are set out below:  The verification steps are conducted per site:   * The assigned service provider’s manager, in the monthly meeting, performs with the respective site NRF site facilities representative a thorough documented inspection of the performed service at the site specification, performance levels of the services, and any risks identified needing mitigation. Both parties take turns documenting these meetings and inspections, signing them in writing. * The assigned service provider’s manager provides the above documents and the pro-forma monthly invoices for review and sign-off by the site’s NRF facilities representative prior to submitting these with the formal invoice for payment to the NRF’s finance department. * Verification of client satisfaction with the cleaning service:   + Each quarter, all of the staff receive a satisfaction survey utilising one of the available free survey tools.   + The service provider’s assigned manager and the site’s NRF facilities representative agree on the content of the survey and the agreed responses.   + The survey response are collated and reviewed by both parties to assess where services were under-performed, compliments for exceptional services, services at the agreed standard, and new areas that need to be addressed in the future performance of the rendered services. |
| 3 | **Contracted Party Management of their Cleaning Equipment and Stock Management of Cleaning Suppliers:** The contracted party remains responsible for their cleaning equipment and cleaning machinery. The contracted party remains responsible for the stock management and replenishment of their cleaning material supplies on each site. |
| 4 | **Contracted Party Due Diligence during the Contract:**  The NRF has the right to conduct supply chain due diligence, including site visits and inspections, at any time during the contract period. The NRF has the right to benchmark the usage of cleaning material supplies to similar sized cleaning areas including unit costs of such cleaning material. |
| 5 | **Communication:** The contracted parties communicate in writing through mail, delivery, or email. The contracted party states the contract number and purchase order number, if the latter is applicable, on communication documentation. The contract party does not act upon any communication without the contract number or must verify such communication with the assigned NRF contract manager prior to acting upon it. |
| 6 | **Occupational Health and Safety when working on NRF sites:** All personnel performing work on NRF site/s as part of this contract are responsible for obtaining safety induction.  Over and above the obligations provided by the Act, the contracted party meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment are worn at all times while on site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.  The contracted party, once signing the contract (SBD 7), is responsible for itself, its employees, and those people affected by its operations in terms of the Occupational Health and Safety Act the regulations promulgated in terms thereof (OHS Act No 85 of 1993 and its Regulations, known as ‘The Act’). The contracted party performs all work and uses equipment on site complying with the provisions of the Occupational Health and Safety Act.  To this end, the contracted party shall make available to the NRF the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid. The contracted party furnishes its registration number with the office of the Compensation Commissioner. The contracted party enters into a Section 37.2 agreement in terms of Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations) that the NRF drafts.  The contracted party maintains a health and safety plan complying with the requirements of The Act at the site during the period that contracted work takes place on the site.  The NRF manages the contracted party in his capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The contracted party accepts liability for any contraventions to the Act. Each member of the contracted party’s team (including sub-contracted personnel), submit a signed indemnity form prior to entering the site and kept in the contracted party’s health and safety file. |
| 7 | **Safety Considerations of the Service Provider’s Equipment:** All equipment belonging to the service provider and issued to their service staff must comply with the requirements of the Occupational Health and Safety Act, 1993. The NRF is not liable for any injuries to the contractor’s staff through unsafe equipment and the NRF holds the service provider accountable for any injuries to its staff from the contractor’s unsafe equipment. |
| 8 | **Dress Code (Uniform and identification):** The service provider undertakes that each and every member of the cleaning personnel will at all times when on duty be fully equipped in respect of the specified equipment, in the service provider’s full uniform that is neat and clearly identifiable as the service provider including matching rain coats and overcoats, a clear identification card of the service provider with the members identification photo, identification and staff number on it, and the identification card holder worn conspicuously on the uniform. |
| 9 | **Composition of Cleaning Personnel:**  At all times the cleaning services will be provided by three (3) cleaners with preference for two (2) females and one (1) male, at the Johannesburg Observatory.  At all times the cleaning services will be provided by six (6) cleaners with preference for five (5) females and (1) male, at the Didacta Building |
| 10 | **Human Resource Management:**  The service provider will make available their HR practitioner a minimum of once a month at each site to manage HR issues on site, ensuring the service staff remain on site delivering the service and that they are satisfied with the HR support received and are not being distracted from their work focus.  Where a service staff advises sufficiently in time the service provider of personal matters requiring their presence away from the site, the service provider provides a temporary replacement until their staff member/s returns to the site. Where staff report in sick, the service provider provides a temporary replacement from the second day until their staff member returns to the site.  The service provider obtains the NRF’s prior consent for the exchange of any personnel currently assigned to a NRF site. The NRF, after the monthly performance review meeting, may request in writing or verbally, confirmed later in writing, an immediate replacement where a cleaning staff fails to deliver the specified levels of performance. The NRF has the right to screen the personnel assigned to its sites and may require substitution, or in the case of staff on site, their removal, giving valid reasons to the service provider for its action. When the NRF exercises its right to screen the personnel, the NRF does the screening within (7) seven days after giving such notification.  Where the NRF requires removal of an employee of the service provider, the service provider removes that employee immediately from the site. The NRF is not liable to the service provider or its employees or any person whatsoever (including the service provider’s employees) for any damages or claims of whatever nature which may arise because of this replacement, and the service provider indemnifies NRF against any such claims. |
| 11 | **Public Image** The NRF’s public image is very important to the NRF. The service provider’s personnel must always assist staff members through friendly, helpful, knowledgeable, professional rendered services.  The supervisors and personnel must present a professional image and appearance. Each site has facilities for the staff to rest during tea and lunch times. |
| 12 | **Lost Articles:** Definition: Lost articles are articles found at the site of which the ownership could not immediately be established.  The cleaners must hand lost articles immediately to the NRF representative for that site for safekeeping and such incident is recorded in the cleaning incident register. |
| 13 | **Deliveries:** The cleaners must not accept/receive any delivery for or on behalf of an official of the NRF. |
| 14 | **Labour Unrest Incidents:** If the services are interrupted or temporarily deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the NRF and the service provider must come to an agreement on methods to ensure continuation of the cleaning service.  Where the service provider’s staff go on strike at these sites, the service provider provides replacement staff to perform the contracted cleaning service. |
| 15 | **NRF Staff Unrest Incidents:** In the event of any industrial action by employees or former employees of NRF at the site, the cleaners’ supervisor on site shall immediately notify management of the service provider who shall interact with management of the NRF on how to respond to the industrial action. |
| 16 | **Organisational Equipment:** The service provider may not, unless otherwise agreed to in writing by the NRF, make use of any of the NRF’s equipment, aids and/or property for the purposes of compliance with these terms and conditions, which equipment, aids and/or property include, inter alia, vehicles, stationery, rooms and furniture. |

| MANAGEMENT OF PERFORMANCE LEVELS | |
| --- | --- |
| 1. | The NRF measures the contracted bidder’s performance against the performance levels set out in point 6 below in the execution of the contract. |
| 2. | The contracted bidder recognises that its failure to meet the performance levels has material adverse impact on the operations of NRF and that the damage from the contracted bidder’s failure to meet any performance level is not susceptible to precise determination. |
| 3. | The NRF excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of the NRF or its staff or circumstances of force majeure as referred to in this Agreement. |
| 4. | If the contracted bidder fails to meet any performance level:   1. The contracted bidder shall investigate and report on the root causes of the performance level failure; 2. Promptly correct the failure and begin meeting the set performance levels; 3. Advise the NRF as to and the extent requested by the NRF of the status of remedial efforts being undertaken with respect to such performance level failure; and 4. Take appropriate preventive measures to prevent the recurrence of the performance level failure. |
| 5. | Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. The NRF deems failure by the contracted bidder to measure performance with respect the contract specifications for any measurement period as a failure to meet the stipulated performance levels. |
| 6. | **PERFORMANCE LEVELS STATEMENT** |

| Service/Goods being Measured | Measurement Methodology | **P**enalty and Level Applicable From |
| --- | --- | --- |
| Quality of cleaning | Quarterly survey with at least one quarter of the staff responding | Corrected within a week. If not corrected, a penalty of 5% of the total monthly invoice value for each month the issue remains unresolved |
| Delivery of the cleaning service | Monthly inspection by the service provider and the site NRF facilities representative | Performance not meeting the area coverage where not corrected within a week, a penalty of 5% of the total monthly invoice value for each month the issue remains unresolved. |
| Cleaning cycle delivered | Monthly check against the agreed work plan | Performance not meeting the cleaning cycle where not corrected within a week unless prior agreement was reached in writing not to do the specific cleaning service at that time, a penalty of 5% of the total monthly invoice value for each month the issue remains unresolved. |
| Manpower or resources for the service | Failure to provide resources for the cleaning service | A penalty of 5% of the monthly payment invoice for each and every recurring incident |
| Minimum hourly rates for workers and Timeous Payments of salaries | Failure to pay the prescribed minimum rates for the metropolitan areas. | A penalty of 5% of the monthly payment invoice for each and every recurring incident |

| SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT | | | |
| --- | --- | --- | --- |
| Any legal person, including persons employed by the State (meaning 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); any municipality or municipal entity; provincial legislature; National Assembly or the National Council of Provinces; or Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State , or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:   * The Bidder is employed by the State; and/or * The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and/or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid. | | | |
| In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid: | | | |
| Full Name of Bidder or his/her representative: | |  | |
| Identity Number: | |  | |
| Position occupied in the Company (director, trustee, shareholder, member): | |  | |
| Registration number of company, enterprise, close corporation, partnership agreement: | |  | |
| Tax Reference Number: | |  | |
| VAT Registration Number: | |  | |
| 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 a separate schedule including the following questions: | | | |
| Schedule attached with the above details for all directors/members/shareholders | | | |
| Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule | | | ❑ Yes ❑ No |
|  | 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: | | |
| If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? | | | ❑ Yes ❑ No |
|  | If Yes, did you attach proof of such authority to the Bid document? | | |
| If No, furnish reasons for non-submission of such proof as an attached schedule | | |
| (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.) | | |
| Did you or your spouse or any of the company’s directors/trustees/shareholders/members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months? | | | ❑ Yes ❑ No |
|  | If so, furnish particulars as an attached schedule | | |
| Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? | | | ❑ Yes ❑ No |
|  | If so, furnish particulars as an attached schedule. | | |
| Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? | | | ❑ Yes ❑ No |
|  | If so, furnish particulars as an attached schedule: | | |

| PREFERENCE POINTS CLAIMED (SBD 6.1) | |
| --- | --- |
| **Preference points claim form for broad-based black economic empowerment (B-BBEE) status level of contribution in terms of the preferential procurement regulations 2017** | |
| NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017. | |
| GENERAL CONDITIONS   * + The following preference point systems are applicable to all bids:   + The 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and   + The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)   + Points for this bid shall be awarded for:   1. Price; and   2. B-BBEE Status Level of Contributor | |
| The maximum points for this bid are allocated as follows: | POINTS |
| **PRICE** | 80 |
| **B-BBEE STATUS LEVEL OF CONTRIBUTION** | 20 |
| **Total points for Price and B-BBEE must not exceed** | 100 |
| 1. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. 2. The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.   DEFINITIONS  “**B-BBEE**” means broad-based black economic empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act;  “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act;  “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;  “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);  “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9 (1) of the Broad-Based Black Economic Empowerment Act;  “**Functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.  “**price**s” includes all applicable taxes less all unconditional discounts;  “**proof of B-BBEE status level of contributor**” means:   * B-BBEE Status level certificate issued by an authorised body or person; * A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; * Any other requirement prescribed in terms of the B-BBEE Act;   **“QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of Section 9 (1) of the Broad-Based Black Economic Empowerment Act;  “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;   1. **POINTS AWARDED FOR PRICE**   THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS  A maximum of 80 or 90 points is allocated for price on the following basis:  80/20 or 90/10  or  Where  Ps = Points scored for price of bid under consideration  Pt = Price of bid under consideration  Pmin = Price of lowest acceptable bid   1. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**   In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:   |  |  |  | | --- | --- | --- | | **B-BBEE Status Level of Contributor** | Number of Points (90/10 system) | Number of Points (80/20 system) | | 1 | 10 | 20 | | 2 | 9 | 18 | | 3 | 6 | 14 | | 4 | 5 | 12 | | 5 | 4 | 8 | | 6 | 3 | 6 | | 7 | 2 | 4 | | 8 | 1 | 2 | | Non-compliant contributor | 0 | 0 | | |
| 1. BID DECLARATION   Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:  B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1  B-BBEE Status Level of Contributor:= ………(maximum of 10 or 20 points)  (Points claimed in respect of Paragraph 6.1 must be in accordance with the table reflected in Paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.   1. **SUB-CONTRACTING**   Will any portion of the contract be sub-contracted?  (Tick applicable box)   |  |  |  |  | | --- | --- | --- | --- | | YES |  | NO |  |   If yes, indicate:   1. What percentage of the contract will be subcontracted............…………….…………% 2. The name of the sub-contractor………………………………………………………….. 3. The B-BBEE status level of the sub-contractor......................................…………….. 4. Whether the sub-contractor is an EME or QSE   (Tick applicable box)   |  |  |  |  | | --- | --- | --- | --- | | YES |  | NO |  |   Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:   |  |  |  | | --- | --- | --- | | Designated Group: An EME or QSE which is at last 51% owned by: | **EME**  √ | QSE  √ | | Black people |  |  | | Black people who are youth |  |  | | Black people who are women |  |  | | Black people with disabilities |  |  | | Black people living in rural or underdeveloped areas or townships |  |  | | Cooperative owned by black people |  |  | | Black people who are military veterans |  |  | | OR | | | | Any EME |  |  | | Any QSE |  |  |  1. **DECLARATION WITH REGARD TO COMPANY/FIRM**   Name of company/firm: …………………………………………………………………………….  VAT registration number: ……………………………………….…………………………………  Company registration number:…………….……………………….…………………………….  TYPE OF COMPANY/ FIRM   Partnership/Joint Venture/Consortium   One person business/sole propriety   Close corporation   Company   (Pty) Limited  [TICK APPLICABLE BOX]  DESCRIBE PRINCIPAL BUSINESS ACTIVITIES  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..  COMPANY CLASSIFICATION   1. Manufacturer 2. Supplier 3. Professional service provider 4. Other service providers, e.g. transporter, etc.   [TICK APPLICABLE BOX]  Total number of years the company/firm has been in business: ……………………………  I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in Paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:  1. The information furnished is true and correct;  2. The preference points claimed are in accordance with the General Conditions as indicated in Paragraph 1 of this form;  3. In the event of a contract being awarded as a result of points claimed as shown in Paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;  4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have:   1. Disqualify the person from the bidding process; 2. Recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct; 3. 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; 4. Recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and 5. Forward the matter for criminal prosecution. | |

| SBD 8 - DECLARATION OF BIDDER’S PAST SCM PRACTICES | |
| --- | --- |
| Is the Bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule: | ❑ Yes ❑ No |
| Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule: | ❑ Yes  ❑ No |
| Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule: | ❑ Yes  ❑ No |
| Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule: | ❑ Yes  ❑ No |
| The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | |

| SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION |
| --- |
| I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect: |
| I have read and I understand the contents of this Certificate; |
| I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect; |
| I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder; |
| Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder; |
| For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:   1. Has been requested to submit a Bid in response to this Bid invitation; 2. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and 3. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder |
| 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 consortium (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding. |
| In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:   1. Prices; 2. Geographical area where product or service will be rendered (market allocation); 3. Methods, factors or formulas used to calculate prices; 4. The intention or decision to submit or not to submit, a Bid; 5. The submission of a Bid which does not meet the specifications and conditions of the Bid; or 6. Bidding with the intention not to win the Bid. |
| In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates. |
| The terms of this 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 the bid or to the signing of the contract. |
| 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 |

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| REFERENCE LETTER FORMAT |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Referee Legal Name:** | | | | | | | **REFERENCE ON COMPANY:** | | | | | | | Bid Number: | NRF/SAASTA/04/2018-2019 | | | | | | **Bid Description**  PROVISION OF CLEANING SERVICES FOR THE NATIONAL RESEARCH FOUNDATION’S OFFICES IN PRETORIA CENTRAL(NRF/SAASTA, DIDACTA BUILDING), AND JOHANNESBURG (NRF/SAASTA, JOHANNESBURG OBSERVATORY) FOR SIXTY MONTHS | | | | | | |  | | | | | | | Describe the service/work the above bidder provide to you below | | | | | | |  | | | | | | | **Criteria / risks** | | **Below requirements** | **Meets requirements** | **Exceeds requirements** | | | Professionalism | |  |  |  | | | Staff sensitivity to cleaning materials | |  |  |  | | | Dress code of Staff | |  |  |  | | | Supervision of the cleaning staff | |  |  |  | | | Quality of service | |  |  |  | | | Project Management, i.e. maintaining the agreed work schedule | |  |  |  | | | Overall Impression | | Other comments | | | | | Approximate value of contract | |  | | | | | Would you use the provider again? | | | | | ❑ Yes ❑ No |  |  |  | | --- | --- | | Completed by: |  | | Signature: |  | | Company Name: |  | | Contact Telephone Number: |  | | Date: |  | |

| GENERAL CONDITIONS OF CONTRACT | |
| --- | --- |
| In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, words “department” means organs of state inclusive of public entities and vice versa, and the words “will/should” mean “must”.  **The National Research Foundation cannot amend the National Treasury’s General Conditions of Contract (GCC). The National Research Foundation therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause that requires the addition of Special Conditions, Special Conditions specific to this bid contract not part of the General Conditions of Contract, and which General Conditions of Contract (GCC) are not applicable to this contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.** | |
| GCC1 | Definitions - 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 anything of value to influence the action of a public official in the procurement process or in contract execution.** |
| 1.5 | "**Countervailing duties**” 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 produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised 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**” mean 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 if 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. |
| GCC2 | 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 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.** |
| GCC3 | 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 (National Treasury’s eTender website), 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 |
| GCC4 | Standards |
| 4.1 | The goods supplied shall conform to the standards mentioned in the bidding documents and specifications. |
| SCC4 | Acts Applicable in terms of the Cleaning Services requiring compliance and adherence:   * Protection of Information Act 84 of 1982 * Occupational Health and Safety Act 85 of 1993 |
| GCC5 | Use of contract documents and information |
| 5.1 | The supplier shall not disclose, without the purchaser’s prior written consent, 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 made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance. |
| 5.2 | The supplier shall not make, without the purchaser’s prior written consent, 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. |
| SCC5A | Copyright and Intellectual Property  **Intellectual property** are creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others).  **Background intellectual property** is the intellectual property pertaining to this contract, created, and owned by any of the contracted parties to this contract prior to the effective date of this contract.  **Contract intellectual property** is the intellectual property created by the parties to this contract for and in the execution of the contract.  All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.  The contracted supplier/party grants the National Research Foundation a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the National Research Foundation to obtain the full benefit of the contracted deliverables for this contract.  The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the National Research Foundation unless where agreed in writing to a different allocation of the ownership of the contract intellectual property as set out in the below special condition (SCC 5B).  Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.  The contracted supplier/party agrees to assist the National Research Foundation in obtaining statutory protection for the contract intellectual property at the expense of the National Research Foundation wherever the National Research Foundation may choose to obtain such statutory protection.  The contracted supplier/party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the National Research Foundation or as the National Research Foundation may direct, and to support the National Research Foundation or its nominee, in the prosecution and enforcement thereof in any country in the world.  The contracted supplier/party irrevocably appoints the National Research Foundation to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the National Research Foundation in its discretion requires in order to give effect to the terms of this clause. |
| SCC5A-1 | No additions to this clause |
| SCC5B | Confidentiality  The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the National Research Foundation and after termination of its involvement with the National Research Foundation, the recipient shall not:   1. Disclose the confidential information, directly or indirectly, to any person or entity, without the National Research Foundation’s prior written consent. 2. Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or 3. Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.   The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to   1. Disclose the confidential information to any third party, or 2. Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,   The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.  The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:   1. Was independently developed by the recipient prior to its involvement with the National Research Foundation or in the possession of the recipient prior to its involvement with the National Research Foundation; 2. Is now or hereafter comes into the public domain other than by breach of this contract by the recipient; 3. Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the National Research Foundation, or 4. Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the National Research Foundation of such requirement prior to any disclosure.   The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the National Research Foundation all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:   1. All written disclosures received from the NRF; 2. All written transcripts of confidential information disclosed verbally by the National Research Foundation; and 3. All material embodiments of the contract intellectual property.   The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.  Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.  The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the NRF. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages. |
| SCC5C | Protection of Private Information  The supplier hereby gives the NRF permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received.  By submitting a bid the supplier gives its voluntary explicit consent to the terms of this special condition. |
| GCC6 | 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. |
| GCC7 | Performance security |
| 7.1 | Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC. |
| 7.2 | The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract. |
| 7.3 | The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:  7.3.1. 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  7.3.2. A cashier’s or certified cheque. |
| 7.4 | The performance security will be discharged by the purchaser and returned to the supplier within 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. |
| SCC7A | No performance security is required. |
| GCC8 | 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 purchaser or an organisation acting on behalf of the purchaser. |
| 8.3 | If there are no inspection requirements indicated in the bidding documents and contract makes no mention, 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 supplier shall defray the cost in connection with these inspections, tests, or analyses. |
| 8.6 | Supplies and services 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 analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are 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 because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC. |
| SCC8 | No additional requirements for this bid |
| GCC9 | 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. |
| SCC9 | Not Applicable |
| GCC10 | Delivery and Documentation |
| 10.1 | The supplier in accordance with the terms specified in the contract shall make delivery of the goods/services. The SCC specifies the details of shipping and/or other documents furnished by the supplier. |
| 10.2 | Documents submitted by the supplier specified in SCC. |
| SCC10 | The service provider provides records of the cleaning staff attendance in support of the monthly pro-forma invoice and attaches these to the final monthly invoice submitted to Finance |
| GCC11 | ****Insurance**** |
| 11.1 | The goods supplied under the contract are 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. |
| SCC11A | The service provider, at its own cost, maintains public liability insurance of at least R 5 million for its own personnel against accidents, injury, or death. The service provider provides proof of this at commencement of the contract and after each 12-month period. |
| SCC11B | NRF assets in custody of the contractor are insured for the value of the replacement value of the asset. |
| GCC12 | Transportation |
| 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC. |
| SCC12 | No additional requirements for this bid. |
| GCC13 | 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:  13.1.1. Performance or supervision of on-site assembly and/or commissioning of the supplied goods;  13.1.2. Furnishing of tools required for assembly and/or maintenance of the supplied goods;  13.1.3. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;  13.1.3. 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  13.1.4. Training of the purchaser’s personnel, at the supplier’s plant and/or on-site, conducted 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. |
| SCC13A | No additional requirements to the above for this bid unless separately specified below:   * Additional premises/sites * Emergency assistance * Business continuity assistance * Additional cleaners where the scope of the cleaning services has changed from that at the date of issue of this bid. |
| SCC13B | In the event that this section is invoked it is only valid if confirmed through the issue of a written purchase order that specifies quantity, description, unit price, and delivery date as a minimum. |
| SCC13C | The NRF does not include the cost of incidental goods or services in the calculation of the bid ceiling contract price which are contingent on future events that are not determinable at the date of the issue of this bid contract. The NRF reserves the right to include a contingency amount in the ceiling contract price to address the potential use of Clause 13 as set out in Clause 13.2 read with SCC13B.  The NRF applies SCC13B with pricing clause 1C that funding is available for each purchase order issued in terms of this contract. |
| GCC14 | 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:  14.1.1. 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  14.1.2. In the event of termination of production of the spare parts:  14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and  14.1.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested. |
| SCC14.1A | Not applicable |
| GCC15 | Warranty |
| 15.1 | The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those 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. |
| SCC15A | The warranty period in Clause 15.2 for delivery or performance that has been accepted by the NRF at the final destination indicated in the contract shall not read twelve (12) months, or eighteen (18) months after the date of shipment from the port or place of loading in the source country, rather shall read as thirty-six (36) months or, forty two (42) months respectively |
| SCC15B | No additional requirements for this bid. |
| GCC16 | 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 fulfilment 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. |
| SCC16.1A | Payment terms are as follows:   * As stated above and in SCC16.2A and SCC16.3A. * Where invoices are received at finance will signed proof of service delivery, the Finance will pay the invoice within seven days from the date of receipt by them |
| SCC16.2A | Clause 16.2 is met only where the invoice is accompanied by NRF agreed signed proof of performance/delivery stating acceptance of quantity, acceptance to specification, and unit pricing in agreement with the contract and any purchase orders issued in terms of the contract. |
| SCC16.3A | The period in 16.3 applies from the date of receipt of an invoice, meeting the requirements of Clause 16.2 read with Clause SCC16A, as recorded in the NRF systems. |
| GCC17 | 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. |
| SCC17 | Exceptions to the above clause are the conditions for incidental services, and changes in Value Added Tax as gazetted. |
| GCC18 | Contract amendment |
| 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. |
| GCC19 | 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. |
| GCC20 | Subcontract |
| 20.1 | The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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 |
| SCC20 | Any sub-contract to another party complies with the requirements of the Preferential Procurement Policy Framework Act and its regulations. The NRF reserves the right to verify that sub-contracting complies with the Act and its regulations. |
| GCC21 | Delays in 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 cancelling 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. |
| GCC22 | 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. |
| GCC23 | 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:  23.1.1. 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;  23.1.2. If the Supplier fails to perform any other obligation(s) under the contract; or  23.1.3. 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. |
| SCC23.2A | In the event of the non-performance as per the agreed contract, the purchaser (NRF) will appoint an alternative service provider/supplier at the cost of the contracted service provider/supplier. The defaulting service provider/supplier is obliged to settle the damages/additional costs that the purchaser has incurred as result of the non-performance of the contracted service provider/supplier. |
| 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 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:  23.6.1. The name and address of the supplier and / or person restricted by the purchaser;  23.6.2. The date of commencement of the restriction  23.6.3. The period of restriction; and  23.6.4. 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. |
| GCC24 | 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 |
| GCC25 | 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 |
| GCC26 | 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. |
| GCC27 | 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,  27.5.1. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  27.5.2. The purchaser shall pay the supplier any monies due the supplier. |
| GCC28 | Limitation of liability |
| 28.1 | Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;  28.1.1. 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  28.1.2. 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. |
| GCC29 | 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. |
| GCC30 | Applicable law |
| 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| GCC31 | 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 |
| SCC31 | Electronic communication, to the extent it meets the requirements of legal notices, is also permitted. |
| GCC32 | 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 |
| SCC32A | The “tax certificate” in Clause 32.3’s second sentence refers to the documents specified in National Treasury Instruction Note 9 of 2017/18 applicable to public entities and departments. |
| GCC33 | National Industrial Participation 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. |
| GCC34 | 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. |

| BID SUBMISSION CERTIFICATE FORM - (SBD 1) | | | |
| --- | --- | --- | --- |
| I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted. | | | |
| My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation. | | | |
| The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document: | | | |
|  | Invitation to Bid (SBD 1) | | Specification(s) set out in this Bid Invitation inclusive of any annexures thereto |
| Bidder’s responses to this invitation as attached to this document | | Pricing Schedule(s) (SBD3) including detailed schedules attached |
| Declaration of Bidder’s past SCM practice (SBD 8) | | CSD / Tax clearance letter where applicable |
| Declaration of Interest (SBD4) | | Independent Price Determination (SBD 9) |
| Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017, supported by a valid certified BBBEE certificate. | | |
| General Conditions of Contract and special/additional conditions of contract as set out in this document | | |
| I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation and cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk. | | | |
| I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me. | | | |
| I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid. | | | |
| I certify that the information furnished in these declarations (SBD 3, SBD 4, SBD 6.1, SBD 6.2 (if applicable), SBD 8, SBD 9) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false. | | | |
| I confirm that I am duly authorised to sign this offer/bid response. | | | |
| NAME (PRINT) | |  | |
| CAPACITY | |  | |
| SIGNATURE | |  | |
| WITNESS 1 | |  | |
| NAME | |  | |
| SIGNATURE | |  | |
| WITNESS **2** | |  | |
| NAME | |  | |
| SIGNATURE | |  | |
| DATE | |  | |