



T49/11/19

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

COMPULSORY SITE BRIEFING ON:

FRIDAY: 8 NOVEMBER 2019

TIME: 10:00AM

BID CLOSING DATE:

FRIDAY,

15 NOVEMBER 2019 AT 12:00 NOON

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

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

2. Enquiries

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

Name:	<u>Mr Joseph Phiri</u>
Telephone Number:	<u>+27 11 269 3810</u>
Email address:	<u>josephp@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 08 November 2019**
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

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

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T49/11/19: Request for proposal for the provision of cleaning services for the IDC head office in Sandton**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on **Friday, 15 November 2019**.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as Response Format.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

6. Supplier Performance Management

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

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

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

7. Enterprise and Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.7 The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers.
- 8.8 The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services

contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1 The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
- 10.1.6 bidders who fail to comply with FICA requirements

11. Local Production and Content

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

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on: http://www.dti.gov.za/industrial_development/ip.jsp.

12. Response Format (Returnable Schedules)

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

- 12.1 **Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 **Schedule 1:**
- 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 12.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 12.3 **Schedule 2**
- 12.3.1 Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Annexure 5 of this RFP document (duly completed and signed);
- 12.3.9 Annexure 6 of this RFP document (duly completed and signed);
- 12.3.10 Annexure 7 of this RFP document (duly completed and signed);
- 12.3.11 Response to Annexure 8: BEE Commitment Plan
- 12.3.12 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.
- Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**
- 12.3.13 Annexure 9 of this RFP document (duly completed and signed, **if relevant**);
- 12.3.14 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- 12.3.15 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 **Schedule 3:**

- 12.4.1 Response to Section 3 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 7 of this RFP document, duly completed and signed
- 12.5 **Schedule 4: Price Proposal (response to Section 4 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**
- 12.6 **One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 13.1 **Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
 - Submission of Company Registration Forms as referenced 12.3.2 above
 - Submission of ID copy for the Company Representative as referenced in 12.3.4 above
 - BEE Status Certification as referenced in 12.3.12 above and the consideration of the Specific Bid Conditions as referenced in Section 2
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 3: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 4: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Tax Compliance Requirements
 - Annexure 3: Supply Chain Management Questionnaire
 - Annexure 4: Declaration of Interest
 - Annexure 5: Certificate of Independent Bid Determination
 - Annexure 6: Shareholders' Information/ Group Structure
 - Annexure 7: Bidders Experience & Project Team
 - Annexure 8: BEE Commitment Plan
 - Annexure 9: Disclosure Statement
 - Annexure 10: Local Content Declaration (If Relevant)

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
BIDDER'S RELEVANT EXPERIENCE	25%
MANAGEMENT TEAM	30%
EXPERIENCE, SKILLS AND QUALIFICATIONS OF THE SUPERVISORY TEAM	20%
SITE TAKE - OVER PLAN	25%
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.

13.3 Phase 3: Preference Point System

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

CRITERIA	POINTS
1. PRICE	80
2. B-BBEE	20
TOTAL	100 points

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: SPECIFIC CONDITIONS OF BID

1. Bid Pre-qualification criteria

- 1.1 In terms of Regulation 4 of the 2017 PPPFA Regulations, the IDC requires that bidders meet the following pre-qualification criteria:
- (a) Bidders must be an EME or QSE; and
 - (b) Bidders must have a minimum B-BBEE contributor status level of 2 or better.
- 1.2 The IDC will only consider a bid if the relevant bidder meets these pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from adjudication.

Note: The IDC considers EME to be an entity with annual turnover of less than R10 million while QSE to be an entity with annual turnover of more than R10 million but less than R50 million.

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

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

The IDC Head Office has two (2) buildings referred to as IDC 1 and IDC 2. The IDC 1 has the greater floor space at 21,500m², with IDC 2 at 3,500m² in total and the gym excluding basement parking. The IDC 1 facility operates as the HUB of the IDC Head Office as it houses the main reception with an estimated 200 visitors per day, Open Plan work space for 852 employees, a 1000 seater auditorium, a crèche facility, staff canteen, staff kitchens, meeting rooms and numerous hosting facilities with 2 basement parking levels to name a few of the building offerings. The IDC 2 facility has a much lesser floor space than IDC 1 and consists of 3 storeys of Open Plan work space with 2 basement parking levels and an adjacent gymnasium facility.

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

2.2 Operations

The IDC operates on an 8-hour shift routine basis from Monday to Friday for most employees, with a limited number of employees working extended hours; thus, the service provider needs to conduct bulk cleaning works at night and routine cleaning work during operational hours/ during the day to not disrupt IDC operations. Service providers will be required to provide transport for all night shifts team and confirmation thereof should be provided in their proposal submission.

The IDC has a conference facility which is open for State Owned Enterprises (SOE's), Government Departments, NGOs, etc. The service provider will be required to make proper arrangements to ensure effective cleaning services for such purposes as and when required.

2.3 Service breakdown and resources

2.3.1 Weekdays Services

Table A: Day shift 1

Building	Time	Days	No. of Staff	Responsibility
IDC 1 & 2	06h00 - 15h00	Monday to Friday	1	Supervisor
IDC 1	06h00 - 15h00	Monday to Friday	10	Cleaners
IDC 2	06h00 - 15h00	Monday to Friday	1	Cleaner
Total number of staff for table A			12	

Table B: Day shift 2

Building	Time	Days	No. of Staff	Responsibility
IDC 1	08h00 - 17h00	Monday to Friday	3	Cleaners
IDC 2	08h00 - 17h00	Monday to Friday	1	Cleaners
Total number of staff for table B			4	

Table C: Night Shift

Building	Time	Days	No. of Staff	Responsibility
IDC 1 & 2	21h00 - 06h00	Monday to Friday	1	Supervisor
IDC 1	21h00 - 06h00	Monday to Friday	13	Cleaners
IDC 2	21h00 - 06h00	Monday to Friday	2	Cleaners
Total number of staff for table C			16	

2.3.2 Weekends and Public Holidays Services

Table D: Day Shift (Sundays, Saturday and Public Holidays)

Building	Time	Days	No of Staff	Responsibility
IDC 1 & 2	21h00- 06h00	Sundays & Public Holidays	1	Supervisor

IDC 1	21h00 - 06h00	Saturdays & Public Holidays	13	Cleaners
IDC 2	08h00 - 12h00	Saturdays & Public Holidays	2	Cleaner
Total number of staff for table D			16	

Table E: Night Shift (Sundays)

Building	Time	Days	No of Staff	Responsibility
IDC 1 & 2	21h00-06h00	Sundays & Public Holidays	1	Supervisor
IDC 1	21h00-06h00	Sundays & Public Holidays	13	Cleaners
IDC 2	21h00-06h00	Sundays & Public Holidays	2	Cleaners
Total number of staff for table D			16	

2.4 Floor Coverings:

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

The buildings' floor surfaces are covered with the following:

Floor Surface	Specifications
Type 1	Carpet - Belgotex Nexbac Tile and Broadloom
Type 2	Ceramic Tiles, Granite, Vinyl
Type 3	Wood floor (coffee bar area only)
Type 4	Roof Waterproofing
Type 5	Concrete and screed floors; Paving
Type 6	Steel
Type 7	Epoxy

2.5 Building Walls

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

2.6 Building Structure

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

IDC 1 - Main Building

Area/ Item	Specifications	Floor Surface
Reception	Carpet - Belgotex Nexbac Tile and Broadloom & Ceramic Tiles, Granite, Vinyl	Types 1 & 2
Open Plan/ Workstations	Carpet - Belgotex Nexbac Tile and Broadloom	Types 1
Meeting Rooms and Boardrooms	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Kitchens and Kitchenettes	Ceramic Tiles, Granite, Vinyl	Type 2
Area/ Item	Specifications	Floor Surface
Pause Areas	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Toilets	Ceramic Tiles, Granite, Vinyl	Type 2
Server rooms	Ceramic Tiles, Granite, Vinyl	Type 2
Document rooms and Storerooms	Ceramic Tiles, Granite, Vinyl	Type 2
Tender drop off room	Ceramic Tiles, Granite, Vinyl	Type 2
Control Room	Carpet - Belgotex Nexbac Tile and Broadloom & Ceramic Tiles, Granite, Vinyl	Type 1 & 2
Dry Cleaning room	Ceramic Tiles, Granite, Vinyl	Type 2
PIBC (walk-in centre)	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Consulting rooms	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
VIP Holding room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Switchboard	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Sick room	Ceramic Tiles, Granite, Vinyl	Type 2
Treasury room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Payroll room	Ceramic Tiles, Granite, Vinyl	Type 2
Industrial Relations room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Stationery room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Printing room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1

Computer Lab	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
IT Computer store room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Information Centre	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Records room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Lifts and Risers	Ceramic Tiles, Granite, Vinyl	Type 2
Basement Parkades	Ceramic Tiles, Granite, Vinyl	Type 2
Station 3 Plant room	Ceramic Tiles, Granite, Vinyl & Concrete and screed floors; Paving	Type 2 & 5
Main building Generator room	Concrete and screed floors; Paving	Type 5
UPS Room	Concrete and screed floors; Paving	Type 5
Diesel tank area	Concrete and screed floors; Paving	Type 5
Sprinkler valve area behind deliveries	Concrete and screed floors; Paving	Type 5
Basement 0 level	Concrete and screed floors; Paving	Type 5
Block D&E roof aircon plants	Roof Waterproofing	Type 4
Cooling towers plant	Concrete and screed floors; Paving	Type 5
All other aircon plants	Concrete and screed floors; Paving	Type 5
Guard rooms	Carpet - Belgotex Nexbac Tile and Broadloom & Ceramic Tiles, Granite, Vinyl	Type 1 & 2
Creche Facility	Ceramic Tiles, Granite, Vinyl	Type 2

IDC 1 - Auditorium

Area	Specifications	Floor Surface
Toilets	Ceramic Tiles, Granite, Vinyl	Type 2
Storerooms	Ceramic Tiles, Granite, Vinyl	Type 2
Kitchenettes	Ceramic Tiles, Granite, Vinyl	Type 2
Riser	Ceramic Tiles, Granite, Vinyl	Type 2
Fire escape	Ceramic Tiles, Granite, Vinyl	Type 2
Lift	Ceramic Tiles, Granite, Vinyl	Type 2
Meeting rooms	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1

Foyer/ Passageway	Ceramic Tiles, Granite, Vinyl	Type 2
Office	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Sick room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1

IDC - Canteen

Area	Specifications	Floor Surface
Dining Area	Ceramic Tiles, Granite, Vinyl	Type 2
Kitchens	Ceramic Tiles, Granite, Vinyl	Type 2
Toilets	Ceramic Tiles, Granite, Vinyl	Type 2
Storerooms	Ceramic Tiles, Granite, Vinyl	Type 2

IDC 2 – Building

Area	Specifications	Floor Surface
Open Plan/ Workstations	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Meeting Rooms	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Kitchenettes	Ceramic Tiles, Granite, Vinyl	Type 2
Pause Areas	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Toilets and Showers	Ceramic Tiles, Granite, Vinyl	Type 2
Server rooms	Ceramic Tiles, Granite, Vinyl	Type 2
Lifts and Risers	Ceramic Tiles, Granite, Vinyl	Type 2
Storerooms	Ceramic Tiles, Granite, Vinyl	Type 2
Basement Parkades	Concrete and screed floors; Paving	Type 5
Security key room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Marketing rooms	Ceramic Tiles, Granite, Vinyl	Type 2
Wellness room	Carpet - Belgotex Nexbac Tile and Broadloom	Type 1
Area	Specifications	Floor Surface
UPS room	Ceramic Tiles, Granite, Vinyl	Type 2

Old Generator room	Ceramic Tiles, Granite, Vinyl	Type 2
Chiller plant and AHU plant rooms	Ceramic Tiles, Granite, Vinyl	Type 2

IDC 2 – Gymnasium

Area	Specifications	Floor Surface
Reception	Ceramic Tiles, Granite, Vinyl	Type 2
Kitchenette	Ceramic Tiles, Granite, Vinyl	Type 2
Workout floors	Ceramic Tiles, Granite, Vinyl	Type 2
Toilets	Ceramic Tiles, Granite, Vinyl	Type 2
Steam Baths	Ceramic Tiles, Granite, Vinyl	Type 2
Showers	Ceramic Tiles, Granite, Vinyl	Type 2
Storerooms	Ceramic Tiles, Granite, Vinyl	Type 2

3. Scope of Work

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

3.1 Standard Cleaning Methods

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

ITEMS	STANDARD CLEANING METHOD	No of times	FREQUENCY
ASH TRAYS	Empty & clean with wet cloth	3	Daily
BASINS	Disinfect and wipe with wet cloth remove mineral deposits	3	Daily Bi-weekly
SHOWERS	Wet wipe with a hard surface cleaner	3	Daily
BLINDS	Vertical – remove dust Horizontal – damp wipe	1	Daily Daily

CARPETS	High and low traffic areas - brush and Vacuum	1	Daily
CEILINGS	Dust and wipe air vents	When necessary	When necessary
CHAIRS	Fabric <ul style="list-style-type: none"> Vacuum Spot clean 	Daily Daily	Daily Daily

ITEMS	STANDARD CLEANING METHOD	No of times	FREQUENCY
	<ul style="list-style-type: none"> Shampoo 	4	Year (Quarterly)
	Vinyl and leather <ul style="list-style-type: none"> Brush to remove dust Wipe with wet cloth and polish 	Daily 4	Daily Year (Quarterly)
DESKS	Natural/ unsealed wood <ul style="list-style-type: none"> dust polish 	Daily 2	Daily Week
	Sealed wood/ glass/ formica <ul style="list-style-type: none"> dust & damp wipe polish 		Daily Weekly
DOORS (Steel, Glass and Wood)	Louver's doors dust or damp wipe		Daily
	Remove finger marks on glass and push plates		Daily
	Dust or damp wipe		Daily
ELECTRONIC EQUIPM	Dust		Daily
	Damp wipe		Weekly
LIFTS (Handrails, Side panel, Mirror and Floor)	Sweep, wipe with wet cloth, spray clean mirror and apply polish for wood and stainless steel		Daily
FIRE ESCAPES/ STAIRS	Sweep and wipe with wet cloth.		Daily
RESILIENT (vinyl, PVC, linoleum, sealed wood (not laminated), etc.)	HIGH AND LOW TRAFFIC <ul style="list-style-type: none"> Sweep, damp mop for soilage, wipe with wet cloth, spray clean/ burnish scrub and dry clean using a mechanised system Machine 		Daily
			Daily
HARD FLOOR COVERINGS (ceramic, marble, granite, brick, concrete, etc.)	HIGH AND LOW TRAFFIC <ul style="list-style-type: none"> Sweep, damp mop for soilage, wipe with wet cloth, spray clean/ burnish scrub and dry clean using a mechanised system Machine 		Daily
			Daily
FURNITURE	Natural/ unsealed wood <ul style="list-style-type: none"> dust polish 		Daily Twice weekly

	Sealed wood/ glass/ formica chrome/ steel/ plastics: <ul style="list-style-type: none"> dust & damp wipe polish 		Daily Weekly
BASEMENT PARKING	<ul style="list-style-type: none"> Remove litter Remove dust and wet wipe Remove oil spillage with degreaser (machine scrub and dry) 		Daily Weekly When necessary
KITCHENETTES	<ul style="list-style-type: none"> Floors - damp mopped/wet wiped and dried Walls and cupboard doors - wet wiped and dried Cupboard storage cleaned, wet wiped and disinfected. Wet wipe and rinse inside microwave 		Daily Daily Weekly Daily

ITEMS	STANDARD CLEANING METHOD	No of times	FREQUENCY
	<ul style="list-style-type: none"> Shampoo 	4	Year (Quarterly)
	Vinyl and leather <ul style="list-style-type: none"> Brush to remove dust Wipe with wet cloth and polish 	Daily 4	Daily Year (Quarterly)
DESKS	Natural/ unsealed wood <ul style="list-style-type: none"> dust polish 	Daily 2	Daily Week
	Sealed wood/ glass/ formica <ul style="list-style-type: none"> dust & damp wipe polish 		Daily Weekly
DOORS (Steel, Glass and Wood)	Louver's doors dust or damp wipe		Daily
	Remove finger marks on glass and push plates		Daily
	Dust or damp wipe		Daily
ELECTRONIC EQUIPM	Dust		Daily
	Damp wipe		Weekly
LIFTS (Handrails, Side panel, Mirror and Floor)	Sweep, wipe with wet cloth, spray clean mirror and apply polish for wood and stainless steel		Daily
FIRE ESCAPES/ STAIRS	Sweep and wipe with wet cloth.		Daily
RESILIENT (vinyl, PVC, linoleum, sealed wood (not laminated), etc.)	HIGH AND LOW TRAFFIC <ul style="list-style-type: none"> Sweep, damp mop for soilage, wipe with wet cloth, spray clean/ burnish scrub and dry clean using a mechanised system Machine 		Daily Daily

HARD FLOOR COVERINGS (ceramic, marble, granite, brick, concrete, etc.)	HIGH AND LOW TRAFFIC <ul style="list-style-type: none"> Sweep, damp mop for soilage, wipe with wet cloth, spray clean/ burnish scrub and dry clean using a mechanised system Machine 		Daily Daily
FURNITURE	Natural/ unsealed wood <ul style="list-style-type: none"> dust polish 		Daily Twice weekly
	Sealed wood/ glass/ formica chrome/ steel/ plastics: <ul style="list-style-type: none"> dust & damp wipe polish 		Daily Weekly
BASEMENT PARKING	<ul style="list-style-type: none"> Remove litter Remove dust and wet wipe Remove oil spillage with degreaser (machine scrub and dry) 		Daily Weekly When necessary
KITCHENETTES	<ul style="list-style-type: none"> Floors - damp mopped/wet wiped and dried Walls and cupboard doors - wet wiped and dried Cupboard storage cleaned, wet wiped and disinfected. Wet wipe and rinse inside microwave 		Daily
			Daily
			Weekly
			Daily

ITEMS	STANDARD CLEANING METHOD	No of times	FREQUENCY
	<input type="checkbox"/> Cleaners to do dishes after hours and over the weekends.		Daily
CANTEEN (Serving Area)	<ul style="list-style-type: none"> Glass Walls - wet wiped Floors – damp/ wet mopped and disinfected/ sanitised. Scrub with buffing machine 		Weekly Daily
LAMPS	<ul style="list-style-type: none"> Dusted Damp wiped 		Weekly Weekly

ABLUTION FACILITIES	<ul style="list-style-type: none"> Remove mineral deposits and soilage from bowl and under flush rim with hard surface cleaner and brush Wet wash with disinfectant seat and lid, cistern and pipes, etc. Wet wipe doors and walls Hand basins and Shower: wet wipe regularly Replenish consumables regularly (e.g. toilet paper, hand paper towels; seat sanitizer and soap) <p>Note: Seat sanitizer and soap and related dispensers will be provided by the IDC)</p>		<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
MIRRORS	<ul style="list-style-type: none"> In washrooms – wet wipe and dry Ornamental - use glass cleaner 		<p>Daily</p> <p>Daily/ when necessary</p>
ORNAMENTS	Dust and damp wipe		Daily/ when necessary
PICTURES	<ul style="list-style-type: none"> Dust frames Damp wipe frames Clean glass with glass cleaner 		<p>Daily</p> <p>When necessary</p> <p>When necessary</p>
UNCOVERED PIPES	Dust and Damp wipe		Monthly
POWER SKIRT and PLUGS	Dust and damp wipe		Weekly
RAILINGS/ BALLUSTRADES	Dust and Damp wipe railings and glass panels		Daily
RUBBISH BINS (meetings rooms and workstations)	<ul style="list-style-type: none"> Empty bins Change bin liner Damp wipe, remove stains and disinfect 		<p>3 x Daily</p> <p>When necessary</p> <p>When necessary</p>
WALLS	<ul style="list-style-type: none"> Glass/ Windows (normal height) – damp wipe Partition – dust and damp wipe Solid walls – dust and wet wipe 		Daily/ when necessary
WORKSTATION	<ul style="list-style-type: none"> Glass Screen - Dust and damp wipe Fabric Screen- Vacuum and Shampoo- dry method to avoid electrical connections Desktop- Dust and damp wipe Telephone- Dust and damp wipe 		Daily
ITEMS	STANDARD CLEANING METHOD		FREQUENCY
	<ul style="list-style-type: none"> Cabinet- Dust and damp wipe Chair- Dust and damp wipe Desk- Dust and damp wipe 		

CONFERENCE CENTRE	<ul style="list-style-type: none"> • Setting up and breaking down tables • Laying, steaming, sending laundry cleaning and collecting from the dry clean room, • Prepare paper work for laundry • Keep stock of table linen 		Weekly and /or when necessary
SICK ROOM	<ul style="list-style-type: none"> • Cleaning the room • change the linen • Make bed • empty bins, 		Weekly

Note: “When necessary” means that the work is part of the standard/ routine cleaning service but the frequency will be determined on a need basis.

4. Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to annual review of service provider’s performance. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

5. Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 LETTER OF GOODSTANDING	Comply	Not Comply
<p>The bidder is required to have a valid Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA) Letter of Good standing throughout the duration of the project.</p> <p>The bidder must submit/attach a copy of their valid COIDA Letter of Good standing to substantiate.</p>		
Substantiate / Comments		

5.1.2 CONTRACTORS ALL RISK AND PUBLIC LIABILITY INSURANCE	Comply	Not Comply
<p>The bidder will be required to provide appropriate employers and public liability insurance of R5 000 000 to cover the risk of injury to the contractor's staff and/or any third parties including any sub-contractors of the bidder who may be injured accidentally or cause any damages to property within project duration.</p> <p>The bidder is to also have contractors all risk insurance amounting to the value of contract.</p> <p>This will only be required upon appointment and will be a condition before commencement of any work on-site</p>		
Substantiate / Comments		

5.1.3 STATUTORY LABOUR REQUIREMENTS	Comply	Not Comply
<p>The bidder must always ensure compliance with all relevant statutory labour requirements. i.e. Basic Conditions of Employment Act (BCEA) and Labour Relations Act (LRA)</p>		
Substantiate / Comments		

5.1.4 STAFF UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE)	Comply	Not Comply
<p>The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the cleaning service.</p>		
<p>All personnel should wear acceptable contractor's uniform i.e. the contractor's personnel outlook should befit that of a corporate environment in terms of aesthetics.</p>		
<p>The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e. company branded name tags.</p>		
Substantiate / Comments		

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

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

5.1.7 MEETINGS AND REPORTING	Comply	Not Comply
<p>The bidder will be expected to hold weekly operational, monthly management meetings and quarterly (1/4 yearly) supplier performance review meetings with IDC Facilities Management Team.</p> <p>Note: Senior Management team will be required to attend monthly management and quarterly Supplier Performance Management meetings.</p>		
The bidder will be required to report all operational incidents to the IDC Facilities Management Office in writing.		
Substantiate / Comments		

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

5.1.9 CLEANING STAFF	Comply	Not Comply
<p>The bidder shall ensure that the personnel to be deployed at IDC have no criminal records.</p> <p>Note: IDC reserves the right to verify such before work commencement.</p>		
The Management/ supervisory staff on-site must be computer literate.		
The cleaning staff and management on site must be able to communicate, read and write in English.		
No information concerning IDC activities may be furnished to the public or news media by the contractor and his employees.		
The cleaning staff are prohibited from reading documents or records in offices or unnecessary handling thereof.		
All contractor management/ supervisory staff should have access to cell phone 24/7 for ease of communication in cases of emergency.		
<p>Substantiate / Comments</p>		

5.2. Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.2.1 BIDDERS RELEVANT EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in providing cleaning services of a similar magnitude to that of the IDC requirement, within the corporate and/or public sector’s corporate office complex in terms of scope, budget, contract duration and size of the project.</p> <p>The bidder must provide three (3) relevant contactable references of similar work done (as per the specification) in the past five (5) years, by submitting accompanying completion certificates for the above referenced projects.</p> <p>Note – The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 6 years as part of this requirement over and above the references put forward by the bidder in its response to this requirement.</p> <p>Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.2 MANAGEMENT EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder’s management team must have relevant experience in contract cleaning services at corporate offices.</p> <p>Please provide management team qualifications, CV’s and company organogram</p> <p>Please refer to Table (b) of Annexure 7 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.3 EXPERIENCE, SKILLS AND QUALIFICATIONS OF THE SUPERVISORY PERSONNEL	Comply	Partially Comply	Not Comply
<p>The supervisory personnel to be deployed on IDC site must have relevant management experience in contract cleaning services at corporate offices.</p> <p>The supervisor must have experience and skills in the following:</p> <ul style="list-style-type: none"> • Supervision of staff; • Labour and employee relations; • Computer literacy; • Administration; • Inventory/ stock management <p>Please provide CV's of the proposed site supervisory staff including the relevant training certificates must also be provided.</p> <p>Please refer to Table (c) of Annexure 7 of this document in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.4 SITE TAKE-OVER PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must ensure effective site take over.</p> <p>The bidder must provide a site take-over plan which should include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Overall site take-over process, including related timelines • Recruitment strategy; • Readiness i.e. mobilisation of equipment; sourcing of cleaning consumables and uniforms etc.) 			
Substantiate / Comments			

SECTION 4: PRICE PROPOSAL

SECTION 4: Cost Proposal

1 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

8.1 Human Resource

Personnel	Quantity	Hourly Rate	Monthly Fee per person (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Day Shift 1 Weekdays					
Cleaner	11				
Supervisor	1				
Day Shift 2 Weekdays					
Cleaner	5				
Night Shift Weekdays					
Cleaners	14				
Supervisor	1				
Night Shift Weekends (Sundays and Public Holidays)					
Cleaner	15				
Supervisor	1				
Total Labour Costs: Year 1					
Total Labour Costs: Year 2					
Total Labour Costs: Year 3					
Total Labour Costs: Year 4 (Optional)					
Total Labour Costs: Year 5 (Optional)					
Sub-Total (8.1) VAT Excl.)					

Note:

- The labour fee must be in line with the minimum wage as promulgated by the Department of Labour; and inclusive of all costs associated with rendering the service i.e. cleaner's salary, UIF, transport, training, uniform, leave days and provision of a relievers in case of absenteeism etc.
- Annual price increments applicable to labour rates (for 8.1 above) will be based on an escalation rate of 6.25% annually, for tender evaluation purposes.

8.2 Cleaning Equipment required daily and will be stationed at IDC (Storage will be provided)

Bidders are required to provide details of proposed cleaning equipment and this should include detailed specifications and pictures or photographs of proposed equipment.

Description	Qty	Total Monthly Fee (VAT Excl.) (For specified quantities)	Total Annual Fee (VAT Excl.) (For specified quantities)
Beta brush vacuum machine (Industrial)	8		
Wet and dry Industrial vacuum cleaner	2		
Industrial Buffing Machine	4		
Cleaning Trolley (preferably in plastic) with smooth gliding wheels that can hold cleaning equipment (including mop), basket, cleaning consumables and refuse bag.	11		
Aluminium Step ladder (four steps)	3		
Aluminium Step ladder (two steps)	3		
Mop trolley (preferably in plastic) with wringer, double bucket (colour coded complete set)	4		
Other equipment:			
Total Equipment Cost: Year 1			
Total Equipment Cost: Year 2			
Total Equipment Cost: Year 3			
Total Equipment Cost: Year 4 (Optional)			
Total Equipment Cost: Year 5 (Optional)			
Sub-Total (8.2) VAT Excl.)			

Note: Annual price increments applicable to Cleaning Equipment (8.2 above) must be provided for by the bidders.

8.3 Operational Costs

Cost Description	Total Monthly Cost (VAT Excl.)	No. of Months	Total Annual Fee (VAT Excl.)
Consumables Costs		12	
Management fees		12	
Total Cost of Consumables & Management fees: Year 1			
Total Cost of Consumables & Management fees: Year 2			
Total Cost of Consumables & Management fees: Year 3			
Total Cost of Consumables & Management fees: Year 4 (Optional)			
Total Cost of Consumables & Management fees: Year 5 (Optional)			
Sub-Total (8.3) VAT Excl.)			

Note: Annual price increments applicable to Operational Costs (8.3 above) must be provided for by the bidders.

The operational costs should include:

- all consumables required to do the cleaning services,
- as well as management fees.

Consumables costs referred to here should include amongst others the following items as listed in the table hereunder. The consumable costs will be a fixed contractual fee however It will be the bidder's responsibility to ensure that cleaners have sufficient/adequate cleaning equipment and materials available to render an effective cleaning services to the IDC. Failure on the part of the bidder to ensure sufficient consumables will result in penalties being levied against the appointed bidder during contracting. In addition, the bidder must ensure that cleaning consumables and materials are all SABS approved products and environmentally friendly and of an acceptable quality standard as listed below or similar. Bidders must therefore provide a list of proposed consumables to be used under this contract, for the IDC to vet the quality of products proposed.

Consumables
Dust cloth (Microfibre or similar), 30cm x 30cm
Window squeegees (small) (Addis, 320mm height or similar)
Window squeegees (large) (Addis 1250mm height or similar)
Brooms soft (Addis or similar, 1310mm height)
Brooms hard (Addis or similar, 1310mm height)
Long handle dustpan (with self-closing lid) and broom set (Lobby or similar)
Short handle Dust pan and brush set (Lobby or similar)

Mops (Cotton)
Small mops for spillage
Mop sweeper (for dry areas)
Spray bottle colour coded (Protek or similar)
Feather duster long (Addis or similar) 1.8m
Feather duster short (Addis or similar) 25cm long
Colour coded cloth (Addis microfibre) 45cm x 45cm
Gloves colour coded green/yellow
Dust Mask (Pinnacle ffp1 or similar)
Other Consumables/ Materials:
Carpet Shampoo
stainless steel polish
Sofa Shampoo
Coating Powder for carpet
Sealer (hi shine) (Lavender or similar)
Soap (Sunlight liquid or similar)
Glass Wall and window cleaning chemical (Windex or similar)
Water Stain Remover (Pool magic or similar)
Polish (wood furniture) 275ml Pledge or similar

8.4 Quarterly deep cleaning of carpets and chairs

Item no	Description	Unit	QTY	Rate	Amount
1	Deep cleaning of 423 committee room Vulcan fabric chairs with relevant SABS approved detergent suitable for office environment.	Quarterly	4		
2	Deep cleaning of 498 office Vulcan fabric chairs with relevant SABS approved detergent suitable for office environment.	Quarterly	4		
3	Deep cleaning of 1200 auditorium fabric chairs with relevant SABS approved	Quarterly	4		

	detergent suitable for office environment.				
4	Wet deep cleaning of 17 917 m2 floor area of carpet with relevant SABS approved detergent suitable for office environment.	Quarterly	4		
5	Cleaning of copper 106m ² copper roof with relevant SABS approved detergent.	Bi-annually	2		
Total Cost of Chemicals: Year 1					
Total Cost of Chemicals: Year 2					
Total Cost of Chemicals: Year 3					
Total Cost of Chemicals: Year 4 (Optional)					
Total Cost of Chemicals: Year 5 (Optional)					
Sub-Total (8.4) VAT Excl.)					

Note:

- All deep cleaning to be executed on weekends
- Annual price increments applicable to Deep Cleaning (8.4 above) must be provided for by the bidders.

Total Bid Price (8.1 + 8.2 + 8.3 + 8.4) (VAT Excl.)	
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Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T49/11/19**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide cleaning services to the IDC for the period of five (5) Years at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

SECTION 5: ANNEXURES

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

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

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

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

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

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

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 4: Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have 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

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

YES/NO

2.11.1 If so, furnish particulars:

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

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

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

1. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Annexure 5: Certificate of Independent Bid Determination

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure 6: Shareholders and Directors Information

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

6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

6.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

6.3 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the bidder's management team (please refer to par 5.2.2 of Section 3 of this RFP document):

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

Table (c) Details of the bidder's proposed on-site supervisory team (please refer to par 5.2.3 of Section 3 of this RFP document):

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

Annexure 8: BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

Annexure 9: Disclosure Statement

Disclosure Statement

In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
 - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 10: Local Content Declaration (If Relevant)

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

2. General Conditions

- 2.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 2.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.

2.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

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

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

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

The relevant rates of exchange information is accessible on www.resbank.co.za

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

Currency	Rates of exchange
----------	-------------------

US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO.

ISSUED BY: IDC

NB

- The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____