



**T49/12/22**

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

**COMPULSORY SITE BRIEFING ON:  
WEDNESDAY: 7 DECEMBER 2022  
TIME: 10:00AM**

**BID CLOSING DATE:  
THURSDAY,  
15 DECEMBER 2022 AT 11:00AM**

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**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this 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

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- 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><a href="mailto:josephp@idc.co.za">josephp@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 8 December 2022**.
- 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](http://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

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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

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- 4.1 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **15 December 2022** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to [tenders@idc.co.za](mailto:tenders@idc.co.za). Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address ( [tenders@idc.co.za](mailto:tenders@idc.co.za) ).

- 4.4** Bidders are advised to submit / send its bid responses at least **30 minutes** before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5** The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address.
  - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.
  - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain.
  - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
  - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8** Amended bids may be sent to the electronic tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

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

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- 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**

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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**

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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

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- 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, if applicable (i.e., where a panel is considered).
- 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

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- 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**

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- 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 and POPIA requirements as listed herein.

## **11. Local Production and Local Content**

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The IDC promotes Local Production and Local 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 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 **dtic** 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 **dtic**) and to ensure full compliance with the minimum local content threshold, if relevant, before submitting its response to this tender. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum

thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included in this RFP by reference to the relevant websites listed herein, for products listed (where applicable). For Local Content requirements, it will be required that only locally produced or manufactured goods, with a stipulated minimum threshold for local content will be considered.

## 12. Returnable Schedules

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Bidders shall submit their bid responses in accordance with the returnable schedules 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 status 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 Response to Annexure 6: BEE Commitment Plan

12.3.9 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).**

12.3.10 Annexure 7 of this RFP document (duly responded to)

12.3.11 Annexure 8 of this RFP document (duly completed and signed, **if applicable**).

12.3.12 Annexure 9 of this RFP document (duly completed and signed).

12.3.13 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.

12.3.14 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

**12.4 Schedule 3:**

12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 5 of this RFP document, duly completed and signed

**12.5 Schedule 4:** Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked Schedule 4: Price Proposal*)

### **13. Evaluation Criteria and Weightings**

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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 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 12.3.11 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
  - Section 3: Cost Proposal and Price Declaration Form
  - Annexure 1: Acceptance of Bid Conditions
  - Annexure 2: Tax Compliance Requirements
  - Annexure 3: Bidder's Disclosure
  - Annexure 4: Shareholders' Information/ Group Structure
  - Annexure 5: Bidders Experience & Project Team
  - Annexure 6: BEE Commitment Plan
  - Annexure 7: Disclosure Statement
  - Annexure 8: Local Content Declaration (If Relevant)
  - Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

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:

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### 13.2.1 Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Equipment, chemicals, and resource adequacy	25%
Bidder's relevant experience	10%
Management experience	10%
Experience, skills, and qualifications of the supervisory personnel	5%
Site take-over plan in line with scope of work	15%
Technology / communication tools in line with scope of work	15%
Implementation methodology (plan) in line with scope of work	20%
<b>TOTAL</b>	<b>100%</b>

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

### 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
<b>TOTAL</b>	<b>100 points</b>

## 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: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

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### **1. Special instructions to bidders**

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- 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 or 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**

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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.

The IDC seeks to appoint a professional service provider to conduct general cleaning of the offices, deep cleaning of bathrooms and carpets as well as cleaning of the exterior & interior windows.

The IDC’s core hours are between 07H00 – 17H00 from Monday to Friday, 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. IDC has recently implemented the Hybrid Work Model, which means that no day of the week has 100% capacity of employees in the office at once. Divisions are allocated days at which they must be in the office, and we also have critical staff that are based in the office five days a week. Currently Thursdays are the busiest with 80% staff in the office at once while all other days of the week have lesser number of employees coming to the office. (Details around this will be shared with the successful bidder).

Below are the guides for occupancy percentages per week.

- Mondays – 46%
- Tuesdays – 34%
- Wednesdays – 20%
- Thursdays – 80%
- Fridays – 20%

## 2.1 Building Information

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 21,500m<sup>2</sup>, with IDC 2 at 3,500m<sup>2</sup> in total, 25000m<sup>2</sup> including the gym but excluding basement parking. The IDC Head Office has a main reception with an estimated 200 visitors per day, Open Plan workspace for 852 employees, a 1000-seater auditorium, crèche facility, staff canteen, staff kitchens, meeting rooms, storerooms, waste area, guardhouses, plant rooms as well as a gym which is located at IDC 2.

Location	Description	Number
IDC 1	<b>Areas to be Cleaned</b>	
	Number of Floors	3
	Number of Parking bays	364
	Number of Kitchens	25
	Number of bathrooms	59
	Waste Areas	2
	Guardhouses	2
IDC 2	Number of Floors	3
	Number of Parking bays	36
	Number of Kitchens	3
	Number of bathrooms	9
	Guardhouse	1

## 2.2 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 with the manufacturer's specified methods.

The buildings' floor surfaces are covered with the following:

Floor Surface	Specifications
Type 1	Carpet – various Belgotex Broadloom & Carpet tile carpets
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

## 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
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
Tenders 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 storeroom	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



Area/ Item	Specifications	Floor Surface
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
Roof structure IDC 1	Copper roof	Suspended roof style

#### 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

### 2.3 Building Walls

Most 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.

### 3. Scope of Work

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The service provider 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 service provider will also be required to provide specialist cleaning services on an ad hoc basis e.g., cleaning of high-rise windows and glass facade.

#### 3.1 Technical Requirements

- ✚ The bidder must always ensure adequate provision of Personal Protective Equipment (PPE) suitable for corporate environment and replacement of old/discoloured/worn out PPE, **at no cost to the employees**. This should include PPE for working on heights, confined spaces, high noise levels plant rooms, etc. The bidder must ensure that employees assigned to site are easily identified by providing name tags depicting company logo and name for their staff members i.e., company branded name tags.
- ✚ The Bidder shall provide a management plan which includes, but not limited to: All general and specialist equipment required for the provision of this service. All general and specialist chemicals (including MSDS), in the provision and maintenance of this service. Detailed plan on consumables stock control/management, records keeping and update IDC on replenishment of stock items. Clothes to be used in different areas with different colour coding. Detailed green rating information for machinery and consumables to be used. The IDC shall evaluate the bidder on chemicals based on information provided by the bidder.
- ✚ The Bidder's site Supervisor will be required to be on site full time daily to manage the cleaning team. He/she will be responsible for cleaning, staff management and deployment within the buildings. Conduct weekly inspections, ensure daily checklists are adhered to and report any maintenance that disrupts cleaning services to IDC. Compile and submit monthly reports, invoices and supporting documents. Ensure replenishment of consumables in bathrooms, common areas, etc. is done on time. Keep record of all consumables used. Ensure smooth running of all cleaning services rendered daily throughout the contract. Manage and resolve cleaning staff disputes on site. Bidder's Account Manager together with site Supervisor will be required to attend monthly/quarterly on-site meetings.

#### 3.2 Standard Cleaning Methods

- ✚ The list below is an itemised account of areas and items found in both buildings consisting of a brief description of the method and frequency of cleaning required in terms of "Standard Cleaning" norms. It is the bidder's responsibility to ensure that all areas of the facilities are always kept clean and to perform a continuous audit ensuring adequacy in the frequency of cleaning and methodology.
- ✚ Bidders must submit together with the bid a completed, detailed work plan which outlines the work method/plan to be followed to execute the contract.

### 3.2.1 Definitions:

- ✓ **Clean:** Water, detergent (soap) and mechanical friction to reduce pathogen load, organic matter, and dirt. Detergent does not kill pathogens.
- ✓ **Deep Clean:** Improved sanitation by disinfecting items or areas that are not frequently cleaned to the core. In this document we refer to deep cleaning of carpets, windows, copper roofs, chairs, ottomans and couches, toilets, basins, and showers.
- ✓ **Disinfect:** Type of decontamination using disinfectants to kill – 100% of pathogens.
- ✓ **Sanitize:** lowering the number of pathogens to a safe level by either cleaning or lower-level disinfection.
- ✓ **Sterilize:** type of decontamination using heat and steam often via autoclaving.
- ✓ **Decontamination:** includes pre-cleaning followed by sanitizing, sterilizing, or disinfecting.

### 3.2.2 Approved Disinfectants:

- ✓ National Regulator for Compulsory Specifications (NRCS)-approved list (South Africa).
- ✓ EPA-approved N-list (USA).
- ✓ Department of Trade and Industry list of active ingredients in approved disinfectants.

### 3.2.3 Cleaning services at high traffic areas:

ITEMS	STANDARD CLEANING METHOD	NO OF TIMES (MINIMUM)	FREQUENCY
Reception, Delivery Areas, and Common Areas	Dust, damp wipe and disinfectant frequently touched surfaces, counter tops, and iPads.	5	Daily
	Cabinet- Dust and damp wipe	1	Daily
	Chair- Dust and damp wipe		
	Vacuum carpets (night shift) or scrap & mop floors with disinfectant, wet wipe and dry		
	Damp wipe lights and air-con screen switches	5	Daily
	Remove dust and damp wipe tv screens		
	Damp wipe and disinfectant frequently touched surfaces. (Early morning, after teatime, at lunch and afternoon, and as & when required)	3	Daily
	Empty waste bins and collect waste to waste area.	2	Daily
	Remove dust and spot clean couches and chairs at waiting areas (vacuum on nightshift only)	1	Weekly
	Clean interior and exterior accessible building windows (accessible height)		
	Damp wipe artwork/pictures/awards	1	Monthly
Wet wash and dry window seals	1	Monthly	
Coffee bar area	Dust, damp wipe and disinfectant countertop surfaces	4	Daily
	Cabinet- Dust and damp wipe	1	Daily

ITEMS	STANDARD CLEANING METHOD	NO OF TIMES (MINIMUM)	FREQUENCY
	Chair- Dust and damp wipe	1	Daily
	Damp wipe lights and air-con screen switches	1	Daily
	Floors – scrap and mop with disinfectant, wet wipe and dry	2	Daily
	Empty waste bins and collect waste to waste area.	3	Daily
	Remove dust and damp wipe tv screens	1	Daily
<b>Ablution Facilities</b>	Remove mineral deposits and soilage from bowl and under flush rim with hard surface cleaner and brush	5	Daily
	Wet wash with disinfectant seat and lid, cistern, and pipes, etc.	5	Daily
	Disinfect doors handles frequently touched areas	5	Daily
	Sanitise and wet wipe walls	1	Daily
	Clean Hand basins and Shower: wet wipe regularly.	5	Daily
	Monitor and replenish consumables regularly. (e.g., toilet paper, hand paper towels; seat sanitizer and soap)	5	Daily
	Floors – scrap and mop with disinfectant, wet wipe and dry. <b>Note:</b> Seat sanitizer, hand towel, tissues and soap and related dispensers will be provided by the IDC	3	Daily
<b>Canteen</b>	Dust, damp wipe and disinfectant surfaces counter tops and tables at serving points.	4	Daily
	Floors – scrap, mop with disinfectant, wet wipe and dry (night shift)	2	Daily
	Empty waste bins and collect waste at eating tables to waste area.	3	Daily
<b>Desks And Offices</b>	Dust, damp wipe and disinfectant surfaces of workstations and office desks and chair armrests.	1	Daily
	Apply polish on desks	3	Weekly
	Cabinet- Dust and damp wipe	1	Daily
	Chair- Dust and damp wipe	1	Daily
	Vacuum carpets (night shift)	1	Daily
	Empty waste bins and collect waste from desks, pause areas and offices to waste area.	2	Daily
	Damp wipe light switches and air-con screens with disinfectant.	1	Daily
	Glass Walls - wet wash and dry	1	Weekly
	Damp wipe Power Skirtings and plugs	1	Daily
	Wet wipe and disinfect printers, shredder machines, etc.	4	Daily
	Damp wipe artwork/pictures/awards	1	Weekly
	Remove dust and damp wipe blinds	1	Weekly
<b>Kitchenettes</b>	Floors – mop/wet wipe and dry (4 x daily & when required)	4	Daily
	Walls and cupboard doors - wet wiped and dried	2	Weekly
	Cupboard storage cleaned, wet wiped and disinfected. (Night shift)	2	Daily
	Disinfect inside microwave & fridge	1	Daily
	Clean dishes (night shift)	1	Daily
	Empty waste bins and collect waste to waste area.	3	Daily
<b>Basement Parking</b>	Remove litter from waste bins	2	Daily
	Remove dust and wet wipe	1	Weekly
	Remove oil spillage with degreaser (machine scrub and dry	1	Monthly

ITEMS	STANDARD CLEANING METHOD	NO OF TIMES (MINIMUM)	FREQUENCY
	and polish)		
	Remove dust and damp wipe uncovered pipes on walls, fire extinguishers, services box and hose rails.	1	Weekly
	Remove dust and damp wipe uncovered pipes under soffit.	1	Quarterly
	Wet wash with soap & dry with machine and polish floors	1	Monthly
	Empty waste bins and collect waste to waste area.	2	Daily
	Wash with water and soap, windows, and burglars.	1	Monthly
<b>Carport Parking</b>	Deep clean oil spillages using degreaser/correct chemicals	When required	Daily
<b>Lifts and Lift Lobbies</b>	Damp wipe, sanitize lifts panels and clean mirrors.	2	Daily
	Apply polish for stainless finishes.	1	Daily
	Floors – mop with disinfectant, wet wipe and dry tiled areas	1	Daily
	Damp wipe and disinfectant frequently touched surfaces. (Early morning, after teatime, at lunch and afternoon).	4	Daily
	Replenish sanitizer dispensers and /or wet wipes every morning.	1	Daily
	Clean interior and exterior accessible building windows (accessible height)	1	Weekly
<b>Conference Centre</b>	Setting up and breaking down tables for each meeting request.	As and when required	Daily
	Floors – mop with disinfectant, wet wipe, and dry tiled areas.	2	Daily
	Vacuum carpet areas (night shift)	1	Daily
	Damp wipe and disinfectant frequently touched surfaces. (Early morning, after teatime, at lunch and afternoon)	5	Daily
	Replenish sanitizer dispensers and /or wet wipes every morning	2	Daily
	Laying, steaming, sending laundry cleaning, and collecting from the dry clean room.	As and when required	Daily
	Prepare paperwork for laundry	1	Daily
	Keep stock of table linen	1	Daily
	Damp wipe light switches and air-con screens with disinfectant	1	Daily
<b>Change rooms</b>	Remove mineral deposits and soilage from bowl and under flush rim with hard surface cleaner and brush	3	Daily
	Wet wash with disinfectant seat and lid, cistern, and pipes, etc.	3	Daily
	Disinfect doors handles frequently touched areas	3	Daily
	Sanitise and wet wipe walls	1	Daily
	Clean Hand basins and Shower: wet wipe regularly.	3	Daily
	Monitor and replenish consumables regularly. (e.g., toilet paper, hand paper towels; seat sanitizer and soap)	3	Daily
	Floors – scrap and mop with disinfectant, wet wipe and dry	3	Daily

**Cleaning services at medium traffic areas:**

ITEMS	STANDARD CLEANING METHOD	NO OF TIMES (MINIMUM)	FREQUENCY
<b>Boardrooms, Meeting Rooms, and all Doors (Doors, Steel Frames, Glass and Wood, etc)</b>	Dust, damp wipe and disinfectant frequently touched surfaces of meeting tables, doors and chair armrests	3	Daily
	Apply polish on tables	3	Weekly
	Cabinet- Dust and damp wipe	1	Daily
	Chairs and ottomans - Dust and damp wipe, remove spots.	1	Daily
	Vacuum carpets (night shift)	1	Daily
	Empty waste bins and collect waste from desks and offices to waste area.	2	Daily
	Damp wipe light switches and air-con screens with disinfectant	1	Daily
	Glass Walls - wet wash and dry	1	Weekly
	Damp wipe Power Skirtings and plugs	1	Daily
	Damp wipe artwork/pictures/awards	1	Weekly
<b>Staircases and fire escapes (Handrails, floors and door handles)</b>	Dust, damp wipe and disinfectant frequently touched surfaces, handrails, and door handles	3	Daily
	Floors – scrap and mop with disinfectant, wet wipe and dry.	1	Daily
	Sweep floors and remove any accumulating dirt (follow up area service after mopping in the morning)	2	Daily
<b>Security Control Room and Guard Rooms</b>	Sweep, mop, dry and polish floors.	1	Daily
	Dust and damp wipe tables	1	Daily
	Dust, damp wipe and disinfectant frequently touched surfaces, tables, doors, and chair armrests	1	Daily
	Empty bins and collect waste to waste area.	2	Daily
	Remove dust, spot clean chairs.	1	Daily
	Damp wipe light switches and air-con screens with disinfectant	1	Daily
<b>Gym</b>	<b>Bathrooms:</b> Remove mineral deposits and soilage from bowl and under flush rim with hard surface cleaner and brush.	3	Daily
	Wet wash with disinfectant seat and lid, cistern, and pipes, etc.	3	Daily
	Disinfect doors handles frequently touched areas.	3	Daily
	Sanitise and wet wipe walls	1	Daily
	Clean Hand basins and Showers: wet wipe regularly.	2	Daily
	Monitor and replenish consumables regularly. (e.g., toilet paper, hand paper towels; seat sanitizer, shower gel and hand soap)	3	Daily
	Floors – scrap and mop with disinfectant, wet wipe and dry.	3	Daily
	<b>General Gym areas and studios</b> Dust, damp wipe and disinfectant frequently touched surfaces counter tops, doors, etc.	3	Daily
	Floors – mop with disinfectant, wet wipe and dry.	1	Daily
	Empty waste bins and collect waste at eating tables to waste area.	2	Daily
	Clean interior and exterior accessible building windows (accessible height)	1	
	Damp wipe light switches and air-con screens with disinfectant	1	Daily

### 3.2.4 Cleaning services at low traffic areas:

ITEMS	STANDARD CLEANING METHOD	NO OF TIMES (MINIMUM)	FREQUENCY
Creche (Day Care Centre)	<b>Bathrooms:</b> Remove mineral deposits and soilage from bowl and under flush rim with hard surface cleaner and brush	3	Daily
	Wet wash with disinfectant seat and lid, cistern, and pipes, etc.	3	Daily
	Disinfect doors handles frequently touched areas.	3	Daily
	Sanitise and wet wipe walls.	1	Daily
	Clean Hand basins and Showers: wet wipe regularly.	3	Daily
	Monitor and replenish consumables regularly. (e.g., toilet paper, hand paper towels; seat sanitizer and soap)	3	Daily
	Floors – scrap and mop with disinfectant, wet wipe and dry	2	Daily
	<b>General Areas and classes</b> Dust, damp wipe and disinfectant frequently touched surfaces counter tops, doors, etc.	3	Daily
	Floors – mop with disinfectant, wet wipe and dry	1	Daily
	Empty waste bins and collect waste at eating tables to waste area.	3	Daily
	Damp wipe light switches and air-con screens with disinfectant	1	Daily
Sick Rooms	Cleaning of the room floors	2	Weekly
	Change the linen		
	Make bed		
	Empty waste bins		
Duct Rooms and DB Rooms (Should Be done under Escort and Supervision of IDC Facilities Personnel)	Sweep, remove dust and wipe with wet/dry cloth.	1	Monthly
	Mop floors (excluding DB rooms)	1	Monthly
General Storerooms	Sweep, remove dust and wipe with wet cloth.	1	Monthly
	Mop with soap and dry/vacuum floors	1	Monthly
Server Rooms (Should Be done under Escort / Supervision of IDC Facilities Personnel)	Sweep, remove dust and wipe with wet cloth.	1	Weekly
	Vacuum carpets where applicable		
	Damp wipe light switches and air-con screens with disinfectant		

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

IDC reserves the right to decrease/increase frequencies for services rendered at its own discretion.

### 3.3 Deep Cleaning: Scheduled Services

- **Deep Cleaning:** Improved sanitation by disinfecting items or areas that are not frequently cleaned to the core. In this document we refer to deep cleaning of carpets, windows, copper roofs, chairs, ottomans and couches, toilets, basins, and showers.

**Note:** Deep cleaning of showers and bathrooms will not be part of this scope of work because these services will be rendered by a different supplier.



ITEMS	STANDARD CLEANING METHOD	NO OF TIMES (MINIMUM)	FREQUENCY
<b>Quarterly Carpet Deep Cleaning</b>	Deep clean wash and shampoo carpet with machine following the manufacturer's instructions.	1	Quarterly
<b>Windows Deep Cleaning</b>	Deep clean all windows on the exterior and interior, including high rise windows in a safe manner, including Guard rooms.	1	Quarterly
<b>Cleaning Of Copper Roof in IDC 1 Building</b>	Cleaning of the cooper roof structure using the right tools and materials in a safe manner.	2	Bi-Annually
<b>Chairs, Ottomans, and Couches (Fabric, Leather, And Suede)</b>	Wet wash, shampoo deep clean and dry.	1	Quarterly

### 3.4 WORKPLAN

Bidders are requested to propose the number of staff members they would require and **must** populate the below tables.

**Table A: Day shift 1**

Building	Time	Days	Responsibility	Proposed no. of Staff
IDC 1 & 2 and Gym	06h00 - 17h00	Monday to Friday	Supervisor	
IDC 1	06h00 - 15h00	Monday to Friday	Cleaners	
IDC 2 and Gym	06h00 - 15h00	Monday to Friday	Cleaner	
<b>Total number of staff for table A</b>				

**Table B: Day shift 2**

Building	Time	Days	Responsibility	Proposed no. of Staff
IDC 1	08h00 - 17h00	Monday to Friday	Cleaners	
IDC 2 and Gym	08h00 - 17h00	Monday to Friday	Cleaners	
<b>Total number of staff for table B</b>				

**Table C: Night Shift**

Building	Time	Days	Responsibility	Proposed no. of Staff
IDC 1 & 2	21h00 - 06h00	Monday to Friday	Supervisor	
IDC 1	21h00 - 06h00	Monday to Friday	Cleaners	
IDC 2 and Gym	21h00 - 06h00	Monday to Friday	Cleaners	
<b>Total number of staff for table C</b>				

## Weekends and Public Holiday Services

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

Building	Time	Days	Responsibility	Proposed no. of Staff
IDC 1 & 2	07h00- 15h00	Sundays & Public Holidays	Supervisor	
IDC 1	07h00 - 15h00	Saturdays & Public Holidays	Cleaners	
IDC 2 and Gym	07h00 - 15h00	Saturdays & Public Holidays	Cleaner	
<b>Total number of staff for table D</b>				

**Important Note:** The IDC reserves the right to increase or decrease the number of staff at any given time over the duration of the contract.

### 3.5 DAMAGE COMPENSATION

The service provider will be held liable for any damage or theft that may be caused to the premises or contents by its employees or be it due to their neglect, whether in normal execution of duties or otherwise and a claim for indemnification can accordingly be imposed by IDC against the service provider.

### 4. PROJECT TIMELINES

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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.

## 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. STATUTORY LABOUR REQUIREMENTS	Comply	Not Comply
<p>The bidder must always ensure compliance with all relevant statutory labour requirements especially the following with no exception:</p> <p>Basic Condition of Employment Act.</p> <p>The bidder must register all employees with UIF and COIDA throughout the contract duration with the IDC. The appointed bidder will be required to provide proof of employees UIF registration as and when required throughout the duration of the contract.</p>		
<p><b>Bidders <u>must</u> provide with this proposal the following:</b></p> <p><b>A valid Letter of Good Standing with the Department of Employment and Labour.</b></p> <p><b>NB: In the case where a tender letter from the Department of Labour was submitted, the awarded bidder will be required to submit a valid letter of good standing within 3 months of appointment.</b></p>		
<p><b>Substantiate / Comments</b></p>		

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

5.1.3. REGISTRATION WITH PROFESSIONAL BODIES	Comply	Not Comply
<p>The bidder must be a member of the <b>National Contract Cleaners Association (NCCA)</b> or the <b>Black Economic Empowerment Cleaners Association (BEECA)</b>.</p> <p><b>Bidders must provide <u>with this proposal</u> a valid compliant certificate of membership.</b></p> <p><b>Note: No provisional membership letters will be accepted.</b></p>		
<p><b>Substantiate / Comments</b></p>		

5.1.4. STAFF UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE)	Comply	Not Comply
The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the cleaning service.		
All personnel should wear acceptable contractor's uniform i.e., the contractor's personnel outlook should be fit that of a corporate environment in terms of aesthetics.		
The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e., company branded name tags.		
The bidder needs to ensure that staff deployed to IDC have Police Clearance which is valid and is renewed every year. Police Clearance of all staff to be provided within 8 weeks after appointment.		
<b>Substantiate / Comments</b>		

5.1.5. CLEANING EQUIPMENT AND CONSUMABLES	Comply	Not Comply
The bidder shall provide all general and specialist equipment and chemicals required for the provision of this service. <b>Bidders must provide the following as part of their bid response.</b>		
<p><b>5.1.5.1</b> Chemicals to be used in office space should be effective against covid-19 and approved according to National Institute for Occupational Health (NIOH 2020). <b>NB: Provide Material Safety Data Sheet (MSDS) of all chemicals to be used for evaluation purposes. This will need to be provided every time the chemicals are changed during the duration of the contract.</b></p> <p><b>Bidders <u>must</u> provide the list of chemicals confirming approved disinfectants, green chemicals and where the chemicals will be used.</b></p>		
<p><b>5.1.5.2</b> The bidder must use only environmentally friendly, and SABS approved equipment. Commercial Grade Vacuums (with minimal noise output level to ensure conducive office environment), other equipment such as cloth for dishes, Micro fibre Mops, Buckets, colour coded dust cloths, mops and gloves must be included. <b>(Provide equipment list as part of this proposal)</b></p> <p><b>Note: IDC will provide storage facilities/space in respect of equipment, chemicals and consumables keeping.</b></p>		
<b>Substantiate / Comments</b>		

5.1.6. LEGISLATIONS COMPLIANCE	Comply	Not Comply
<p>The bidder must ensure compliance with Legislation but not limited to:</p> <ul style="list-style-type: none"> <li>• Municipal By-laws,</li> <li>• Occupational Health &amp; Safety Regulations governing this service for the duration of the contract.</li> <li>• National Environmental Management Act.</li> <li>• National Water Act.</li> <li>• National Environmental Management: Waste Act.</li> </ul>		
<b>Substantiate / Comments</b>		

5.1.7. SITE FILE	Comply	Not Comply
<p>The bidder must always ensure compliance with the Occupational Health and Safety Act 85 1993.</p> <p>The appointed service provider must compile and provide an IDC specific (OHS Safety) Site File which must include all Statutory and Management information/documents such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• HR Policy.</li> <li>• OHS Policy and Procedures.</li> <li>• Safe works and COVID19 Work plan Procedures.</li> <li>• Risk Assessments procedures and method statement.</li> <li>• Department of Labour documents e.g., Letter of Good Standin, COIDA, UIF, etc.</li> <li>• Stock control procedure.</li> <li>• Insurance documents/details.</li> <li>• Cleaning Service programme/schedule as per IDC requirement.</li> <li>• Incident Report; and</li> <li>• Qualification for working on heights.</li> </ul> <p><b>The appointed bidder will be required to provide a comprehensive site file to the IDC within 7 days from the date of tender ward.</b></p>		
<b>Substantiate / Comments</b>		

5.1.8. MEETINGS	Comply	Not Comply
<p>The bidder will be required to attend monthly or quarterly performance management meetings or as and when required. Supplier performance review will be done quarterly by IDC Facilities Management Team.</p> <p>Detailed monthly reports stating actual progress items for that month, consumables report (IDC Hygiene and other products/services) to be sent together with the invoices before the 05<sup>th</sup> of every month.</p> <p><b>Note: Account Manager or Area Manager of the appointed supplier will be required to attend monthly management and quarterly Supplier Performance Management meetings or as and when required.</b></p>		
<b>Substantiate / Comments</b>		

5.1.9. CONTRACTOR INDUCTION	Comply	Not Comply
<p>The bidder will be expected to attend an induction meeting after appointment where a formal handover process will be discussed with IDC regarding site compliance requisites, policies, and procedures.</p> <p><b>Note: IDC reserves the right to request removal of any personnel on site deemed not to be compliant with IDC policies and procedures</b></p>		
<b>Substantiate / Comments</b>		

5.1.10. CLEANING STAFF	Comply	Not Comply
<p>The bidder to ensure that staff deployed to the site have Police Clearance which is valid and is renewed every year.</p> <p>Police Clearance of all staff should be provided. The bidder shall ensure that the personnel to be deployed at IDC have no criminal records.</p> <p><b>Note: IDC reserves the right to verify such information.</b></p>		
<p>The Management/ supervisory staff on-site must be computer literate.</p>		
<p>The cleaning staff and management on site must be able to communicate, read and write in English.</p>		
<p>No information concerning IDC activities may be furnished to the public or news media by the contractor and his/her employees.</p>		
<p>The cleaning staff are prohibited from reading documents or records in offices or unnecessary handling thereof.</p>		
<p>All contractor management/ supervisory staff should have access to cell phone 24/7 for ease of communication and in cases of emergency.</p>		
<p>Relievers shall be on stand-by and deployed on site immediately in case a full-time employee is absent from work due to any reason.</p>		
<p>Cleaning personnel to take good care of their own personal hygiene.</p>		
<b>Substantiate / Comments</b>		

5.1.11. PROOF OF FINANCIAL STABILITY	Comply	Not Comply
<p>The bidder must be in a stable financial position in order to cover all costs associated with the appointment for a period of one (1) month.</p> <p><b>Bidders must provide <u>with this proposal</u> one of the following <u>which are not older than three months</u> prior to the closing date of the bid:</b></p> <ul style="list-style-type: none"> <li>• a valid bank stamped letter of <u>good standing</u> on the bank's letterhead; or</li> <li>• last three months <u>bank statements</u>; or</li> <li>• <u>valid bank surety letter</u>.</li> </ul> <p><b>Note: Proof of banking details <u>will not</u> be accepted.</b></p>		
<b>Substantiate / Comments</b>		

5.1.12. BUSINESS CONTINUITY PLAN (BCP)	Comply	Not Comply
The bidder must <b>provide a detailed</b> business continuity plan (BCP) to be implemented to ensure that services provided are not interrupted in case of staff member(s) going on any type of leave, community riots, connectivity etc.		
<b>Substantiate / Comments</b>		

**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. EQUIPMENT, CHEMICALS AND RESOURCE ADEQUACY	Comply	Partially Comply	Not Comply
<p>The bidder must confirm that the proposed equipment, chemicals, and resources are adequate in terms of the scope of work outlined in this bid document.</p> <p>The bidder <b>must</b> as part of their proposal motivate the adequacy of these items in line with best practices i.e., number of cleaners per square meter, technology, equipment etc.</p>			
<b>Substantiate / Comments</b>			

5.2.2. 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's requirement, within the corporate and/or public sector's corporate office complex.</p> <p>The bidder must provide <b>three (3)</b> relevant contactable references of similar work done (as per the specification) in the past <b>six (6)</b> years, reflecting minimum 6 years similar work experience.</p> <p>Please refer to <b>Table (a) of Annexure 5</b> of this document for the format in which the required information must be provided.</p>			
<b>Substantiate / Comments</b>			

5.2.3. MANAGEMENT EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder's management team must have relevant experience in contract cleaning services. (This may include Account Managers, Area Managers, etc.)</p> <p>Please provide management teams qualifications and CVs.</p> <p>Please refer to <b>Table (b) of Annexure 5</b> of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.4. 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 supervisory experience in contract cleaning services.</p> <p>The supervisor must have experience and skills in the following:</p> <ul style="list-style-type: none"> <li>• Supervision of staff.</li> <li>• Labour and employee relations.</li> <li>• Computer literacy.</li> <li>• Administration.</li> <li>• Inventory/ stock take and management</li> <li>• Good communication</li> </ul> <p>Please provide CVs of the proposed site supervisory staff including the relevant training certificates.</p> <p>Please refer to <b>Table (c) of Annexure 5</b> of this document in which the required information must be provided.</p>			
Substantiate / Comments			

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



5.2.6. TECHNOLOGY / COMMUNICATION TOOLS IN LINE WITH SCOPE OF WORK	Comply	Partially Comply	Not Comply
<p>The bidder <b>must provide</b> a communication plan which should include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Type of the gadgets</li> <li>• Systems and Apps of the gadgets and their compatibility with IDC systems such as MS Office Suite / SharePoint.</li> <li>• Methodology on management of the systems and maintenance to ensure that they function effectively and efficiently.</li> <li>• Provide samples of reports to be generated using the above gadgets.</li> <li>• How a paperless environment will be achieved, it must be noted that bidders still need to comply with all the reports and documents required by the IDC.</li> <li>• Indicate which communication tools / technology will be used. The selected communication method or tools, should be able to send messages, generate job cards, send emails, make calls, generate inspection checklists, checking of consumables and refill frequency, etc.</li> </ul>			
<b>Substantiate / Comments</b>			

5.2.7. IMPLEMENTATION METHODOLOGY (PLAN) IN LINE WITH SCOPE OF WORK	Comply	Partially Comply	Not Comply
<p>The bidder <b>must provide</b> a methodology on management of resources effectively and efficiently using minimum personnel and consumables which should include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Management and placement plan of personnel in all buildings</li> <li>• Plan on rendering of daily cleaning services at high, medium, and low traffic areas</li> <li>• Plan on monitoring and replenishment of consumables in all areas.</li> <li>• Detailed inspections plan.</li> <li>• Implementation plan for Deep Cleaning Scheduled for each service.</li> <li>• Bidders must indicate how faults not related to cleaning in areas managed by the bidder will be logged and reported to the IDC Maintenance Helpdesk.</li> <li>• Bidders must provide their escalation process that will ensure that issues raised with the bidder are resolved effectively.</li> <li>• Bidders must indicate how all operational incidents within the IDC Facilities will be managed and reported.</li> <li>• Bidder must provide a management plan as part of this proposal of how the consumables will be controlled to ensure effective service.</li> <li>• Bidder must provide a management plan of how the equipment will be managed, maintained, and replaced to ensure effective service.</li> </ul>			
<b>Substantiate / Comments</b>			

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (Excluding VAT)

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

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

--	--

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

4 All additional (other) costs associated the bidder's offer must be clearly specified and included in the total bid price.

5

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

6

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

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the <b>National Treasury Instruction 01 of 2013/2014: Cost Containment Measures</b> 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

**Cleaning services personnel should be billed in accordance with below:**

Daily cleaning services, night shift, weekend and public holidays provided. Detailed cleaning services to be done during night shift.

Day shifts to focus mostly but not limited to, common areas, high traffic areas, rest rooms and office desks.

**Weekly staff complements as per Hybrid Work Model (HWM):**

- Mondays – 46%
- Tuesdays – 34%
- Wednesdays – 20%
- Thursdays – 80%
- Fridays – 20%

8.1 IDC 1 (Kindoc) and IDC 2 (Dymson)

8.1.1 Labour Force

Personnel	Proposed number of People	Hourly Rate	Monthly Fee per person (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (Annual fee must be based on 4.33 weeks) (VAT Excl.)
<b>Day Shift 1 Weekdays</b>					
Cleaners					
Supervisor					
<b>Day Shift 2 Weekdays</b>					
Cleaners					
<b>Night Shift Weekdays</b>					
Cleaners					
Supervisor					
<b>Day Shift Weekends (Weekends and Public Holidays)</b>					
Cleaner					
Supervisor					
<b>Total Labour Costs: Year 1</b>					
<b>Total Labour Costs: Year 2</b>					
<b>Total Labour Costs: Year 3</b>					
<b>Sub-Total (8.1.1) VAT Excl.)</b>					

**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 relievers in case of absenteeism etc.
- Annual price increments applicable to labour rates (for 8.1.1 above) will be based on an escalation rate of 6.25% annually, for tender evaluation purposes.

### 8.1.2 Cleaning Equipment

Description	Total Monthly Fee (VAT Excl.)	Total Annual Fee (Annual fee must be based on 4.33 weeks) (VAT Excl.)
Rental of all equipment and tools which will be used for the provision of the service as specified in the bid document.		
<b>Total Equipment Cost: Year 1</b>		
<b>Total Equipment Cost: Year 2</b>		
<b>Total Equipment Cost: Year 3</b>		
<b>Sub-Total (8.1.2) VAT Excl.)</b>		

**Note:** The bidder must provide an adequate number of equipment and tools in order to ensure effective cleaning service and must also ensure that the equipment and tools are always in usable condition. The costs of all other material e.g., Cleaning Trolley, Industrial Buffing Machine, Wet and dry Industrial vacuum cleaner, Beta brush vacuum machine (Industrial), Mop trolley, etc.

### 8.1.3 Consumables

Cost Element	Monthly Cost (VAT Excl.)	Total Annual Fee (Annual fee must be based on 4.33 weeks) (VAT Excl.)
Bidders must price for cleaning consumables which will be used for the provision of the service as specified in the bid document. <b>(This must include cleaning chemicals)</b>		
<b>Total Cost of Consumables: Year 1</b>		
<b>Total Cost of Consumables: Year 2</b>		
<b>Total Cost of Consumables: Year 3</b>		
<b>Sub-Total (8.1.3) VAT Excl.)</b>		

### 8.1.4 Deep cleaning of carpets, chairs, couches, and windows

Item no	Description	Unit	Frequency per annum	Rate per chair	Total Amount (VAT Excl.)
1	Deep cleaning of +/- 600 chairs in meeting rooms, dining and boardrooms Vulcan fabric chairs (including ottomans) with relevant SABS approved detergent suitable for office environment.	Quarterly	4		

Item no	Description	Unit	Frequency per annum	Rate per chair	Total Amount (VAT Excl.)
2	Deep cleaning of +/- 800 office Vulcan fabric chairs with relevant SABS approved detergent suitable for office environment.	Quarterly	4		
3	Deep cleaning of +/- 1000 Auditorium fabric chairs with relevant SABS approved detergent suitable for office environment.	Quarterly	4		
4	Cleaning of +/- 127 sofas and tab chairs made of suite, leather, and fabric within all IDC buildings.	Quarterly	4		
Item no	Description	Unit	Frequency per annum	Rate per m <sup>2</sup>	Total Amount (VAT Excl.)
5	Wet deep cleaning carpet for IDC1 = 16 436m <sup>2</sup> , IDC2 = 3 246 m <sup>2</sup> floor area with relevant SABS approved detergent suitable for office environment.	Quarterly	4		
6	Cleaning of copper 106m <sup>2</sup> copper roof with relevant SABS approved detergent.	Bi-annually	2		
Item no	Description	Unit	Frequency per annum	Rate per visit	Total Amount (VAT Excl.)
7	Deep cleaning of windows on the interior and exterior for all 3 buildings at Head Office, including sky walks and security guard rooms.	Bi-annually	2		
<b>Total Cost of Chemicals: Year 1</b>					
<b>Total Cost of Chemicals: Year 2</b>					
<b>Total Cost of Chemicals: Year 3</b>					
<b>Sub-Total (8.1.4) VAT Excl.)</b>					

**Important Note: All deep cleaning to be executed on weekends**

## 8.2 Total Bid Price

<b>Bid Price A (8.1.1 + 8.1.2+ 8.1.3 + 8.1.4) (VAT Excl.)</b>	
<b>VAT @ 15%</b>	
<b>Total Bid Price A (8.1.1 + 8.1.2+ 8.1.3 + 8.1.4) (VAT Incl.)</b>	

**Notes:**

- 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, uniform (protective gear), etc.
- The bidder must, over and above the equipment listed above, provide costs for all other equipment required by the bidder in order to provide a comprehensive cleaning service. The bidder must provide adequate number of cleaning equipment in order to ensure effective cleaning service and must also ensure that the equipment is always in usable condition
- The bidder will be required to keep adequate stock of consumables/ materials on site in order to ensure effective service. The consumables/ materials must always be in usable condition.

**8.1.5 Ad-Hoc Services: IDC 1 and IDC 2**

The IDC may require from time to time the service provider to assist with ad-hoc deep cleaning requirement for the removal of large spills and spots using dry foam cleaning methods on carpets, upholstered couches, executive diner chairs and workstation screens. The amount of work may differ in size; therefore, service providers are required to provide an indication of their fees and must therefore populate the table below.

Description Service fee	Carpet Cleaning (per m <sup>2</sup> )	Couches (per seat)	Deep cleaning tiled floors (per m <sup>2</sup> )
Normal hours			
After hours			
Weekends (including Sundays)			
Public Holidays			

**Important Note: Deep carpet cleaning using dry foam carpet cleaning method, etc**

**Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T49/12/22**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide cleaning services to the IDC as per specification at the following total amount:

**R..... (Including VAT)**

**In words**

**R..... (Including 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 4: ANNEXURES**

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

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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

<b>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:</b>	
<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

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

### REQUIRED INFORMATION

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

<b>If Individual Bidder:</b>	
Email address	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
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	
<b>Partner 2</b>	
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	

<b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub-contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
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

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
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.		
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
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><b>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.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

## Annexure 3: Bidder's Disclosure

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### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition

\_\_\_\_\_

<sup>2</sup> 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.

Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## **Annexure 4: Shareholders and Directors Information**

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[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.]

### **4.1 Shareholders/ Members**

<b>Name of the shareholder</b>	<b>ID Number</b>	<b>Race</b>	<b>Gender</b>	<b>% Shares</b>

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

### **4.2 Black Shareholders/ Members as per the B-BBEE Certificate**

<b>Name of the shareholder</b>	<b>ID Number</b>	<b>Race</b>	<b>Gender</b>	<b>% Shares</b>
<b>Total Black Shareholding % as per the current and valid B-BBEE Certificate</b>				

**4.3 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 5.2.3 of Section 2 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 5.2.4 of Section 2 of this RFP document):**

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

## **Annexure 6: BEE Commitment Plan**

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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 if they are successful in this bid process.

## **Annexure 7: Disclosure Statement**

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### **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:**

- 7.1 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.
- 7.2 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):
  - 7.2.1 any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
  - 7.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
  - 7.2.3 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.
- 7.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 7.2 above must be made separately in respect of each consortium partner
- 7.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 7.2 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.
- 7.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 7.2 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.
- 7.6 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 8: Local Content Declaration (If Relevant)

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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)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. 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.
- 1.3. 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.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) 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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.**

1.6. 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.

**2. 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:**

The minimum threshold for local content as published on the **dtic** website and as issued by National Treasury as instruction notes, should be considered, and will become applicable to this requirement, **where relevant**. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included to this RFP by reference to the relevant websites listed herein, for products listed (where applicable) if not specified herein.

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

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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 are accessible on [www.resbank.co.za](http://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):

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

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

4. 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

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](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 have 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:** \_\_\_\_\_

## Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

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<b>Request for Proposal No:</b>	
<b>Name of Bidder:</b>	
<b>Authorised signatory:</b>	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; - invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: - criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g., to verify identity).

**RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA**

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.1	<p><b>Accountability</b></p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. If an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.2	<p><b>Processing Limitation</b></p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.3	<p><b>Purpose Specification</b></p> <p>All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.4	<p><b>Further Processing Limitation</b></p> <p>Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers, and operators will first obtain additional consent from the IDC.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.5	<p><b>Information Quality</b></p> <p>The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.6	<p><b>Open Communication</b></p> <p>Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.7	<p><b>Security Safeguards</b></p> <p>It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.8	<p><b>Data Subject Participation</b></p> <p>A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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/ Entity: \_\_\_\_\_

Company/ Entity Registration Number: \_\_\_\_\_

Company/ Entity VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
 Signature (Company/ Entity Representative)

\_\_\_\_\_  
 Date