



**FREE STATE DEVELOPMENT CORPORATION**

**APPOINTMENT OF A SERVICE PROVIDER FOR GENERAL CLEANING AND  
GARDENING SERVICES AT THE FREE STATE DEVELOPMENT CORPORATION  
PREMISES THABO MOFUTSANYANA DISTRICT FOR A PERIOD OF THREE YEARS  
(36 MONTHS)**

**BID NUMBER: FDC BID NO. 007/2018**

**COMPULSORY BRIEFING SESSION:**

**357 CLUBVIEW, PHUTHADITJHABA, FREE STATE**

**FRIDAY, 21 SEPTEMBER 2018 AT 11:00**

**CLOSING DATE: FRIDAY, 05 OCTOBER 2018 AT 12:00**

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**PREPARED BY:**

FREE STATE DEVELOPMENT CORPORATION

33 KELLNER STREET

WESTDENE BLOEMFONTEIN

9301

**TECHNICAL CONTACT PERSON: JABULANI MKHWANAZI 051 400  
0800**

**SUPPLY CHAIN MANAGEMENT CONTACT PERSON: NTOMBI  
MTIMKULU**

051 400 0800

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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (FREE STATE DEVELOPMENT CORPORATION)</b>				
BID NUMBER:	<b>FDC BID NO.007/2018</b>	CLOSING DATE:	<b>05 OCTOBER 2018</b>	CLOSING TIME: <b>12:00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR GENERAL CLEANING AND GARDENING SERVICES AT THE FREE STATE DEVELOPMENT CORPORATION PREMISES THABO MOFUTSANYANA DISTRICT FOR A PERIOD OF THREE YEARS (36 MONTHS)</b>			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
<b>FDC BUILDING, 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN, 9301</b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>NTOMBI MTIMKULU</b>		CONTACT PERSON	<b>JABULANI MKHWANAZI</b>
TELEPHONE NUMBER	<b>051 400 0800</b>		TELEPHONE NUMBER	<b>051 400 0800</b>
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS	<b>scmqueries@fdc.co.za</b>		E-MAIL ADDRESS	<b>jabulani@fdc.co.za</b>
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO				<input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO				<input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO				<input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? NO				<input type="checkbox"/> YES <input type="checkbox"/>	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO				<input type="checkbox"/> YES <input type="checkbox"/>	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

**REQUEST FOR TENDER**  
**CLEANING AND GARDENING SERVICES AT FDC PREMISES IN THABO**  
**MOFUTSANYANA DISTRICT**

**Introduction**

The Free State Development Corporation (FDC) is a public entity established in terms of the FDC Act 6 of 1995. In terms of the Public Finance Management Act it is classified as a schedule 3D entity.

The mandate of the FDC is to establish and develop sustainable SMMEs in the Free State Province by providing both financial and non-financial support services.

FDC Purpose

To contribute to the economic growth of the free State Province through property development and management, SMME's and Cooperatives funding, investment and trade promotion.

FDC Vision

- " To be the leading catalyst for economic growth and development in the Free State Province".

FDC Mission

- Contributing to the radical social-economic transformation of the Free State Province.
- Providing financial and non-financial services to SMME's and Cooperatives.
- Identifying business opportunities which are developed through capital raising and partnerships.
- Developing and managing properties for business and residential purposed.
- Facilitating and promoting investments and trade.

## **SECTION: 1**

### **CONDITIONS AND UNDERTAKING BY SERVICE PROVIDER IN RESPECT OF THIS SERVICE**

#### **1. Proprietary Information:**

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

#### **2. Enquiries**

All communication and attempts to solicit information of any kind in relation to this Service should be channeled in writing to:

##### **2.1 Contact person (Supply Chain Management)**

Name: **Ntombi Mtimkulu**

Telephone Number: **051 4000 800**

Email address: [scmqueries@fdc.co.za](mailto:scmqueries@fdc.co.za)

##### **2.2 Contact person (Technical)**

Name: **Jabulani Mkhwanazi**

Telephone Number: **051 4000 800**

Email address: [jabulani@fdc.co.za](mailto:jabulani@fdc.co.za)

#### **3. All the documentation submitted in response to this tender must be in English.**

4. Vendor should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by FDC in regard to anything arising from the fact that pages are missing or duplicated.

#### **5. Validity Period**

Responses to this request received from vendors will be valid for a period of 90 days from the closing date.

#### **6. Submission of Quotations and Returnables**

**6.1 Bids should be submitted all bound in a sealed enveloped endorsed, "CLEANING AND GARDENING SERVICES OF FDC PREMISES IN THABO MOFUTSANYANA DISTRICT". The sealed envelope must be placed in the tender box at the main Reception area FDC House, 33 Kellner, C/O Markgraff Street, Westdene, Bloemfontein by no later than 05 October 2018 at 12H00, a Compulsory Briefing session will be held at 11:00 am on Friday, 21 September 2018 at FDC Offices, 357 Clubview, Phuthaditjhaba.**

6.2 The closing date, company name and the return address must also be endorsed on the envelope.

6.3 If a courier service company is being used for delivery of the document, the description must be endorsed on the delivery note/ courier packaging to ensure that documents are delivered into the tender box.

6.4 No document received by telefax, email, facsimile or similar medium will be considered.

- 6.5 Where a document is not in the tender box at the time of the closing, such a document will be regarded as late. Late documents will not be considered.
- 6.6 The service provider is responsible for all the cost that they shall incur related to the preparation and submission of the document.
- 6.7 Proof of reference/s must be included in the document.
- 6.8 A Valid Tax Clearance certificate must be included in the document.
- 6.9 A sworn affidavit must be submitted with the document. Only Tenderers who meet both of the following pre-qualification criteria may respond:
- (i) BBBEE Level 1 (as per the provisions of section 4 (1) (a) of the PPPFA Regulations, 2017)
  - (ii) EME (as per the provisions of section 4 (1) (b) of the PPPFA Regulation, 2017)
- 6.10 Company registration documents.
- 6.11 Company profile.
- 6.12 Registration on Central Supplier Database.
- 6.13 Compliance with OHS
- 6.14 Kindly note that the FDC is entitled to amend any conditions, validity period, specifications, or extend the closing date beforehand. All applicants, to whom the will be informed in writing of such amendments in good time.
- 6.15 The FDC reserves the right not to accept the lowest or any quote 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 document is technically acceptable and/or financially advantageous to the FDC.

- 6.16 The service provider hereby offers to render all or any of the services described in the attached documents to the FDC on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- 6.17 Documents submitted by Companies must be signed by a person or person duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the document.
- 6.18 The service provider shall prepare for possible presentation on trading site should FDC require such.
- 6.19 The service provider hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the FDC during the validity period indicated and calculated from the closing hour and date; this proposal and its acceptance shall be subject to the terms and conditions contained in this document.
- 6.20 The service provider furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.21 The service provider hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions passed on

him/her under this agreement as the Principals(s) liable for the due fulfilment of this contract.

Name of your Company (in block letters)

\_\_\_\_\_

Signature(s) of the

Bidder or assignee(s) and date \_\_\_\_\_

Name of person signing

(In block letters) \_\_\_\_\_

Capacity \_\_\_\_\_

Are you duly authorized to

sign this

document \_\_\_\_\_

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

VAT Registration Number \_\_\_\_\_

Postal address (in block letters)

\_\_\_\_\_

Physical address (in block letters) \_\_\_\_\_

\_\_\_\_\_

Domicilium citandi et executandi in the RSA (full street address) (in block letters)

Contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

6.22 Failure to comply with any of the conditions as set out above will invalidate the quote.

## EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters:

<b>ELEMENT</b>	<b>WEIGHT</b>
The bidder's experience in the field three (3) years' experience 03 years - 30 points 02 years – 20 points 01 years – 10 points Attach relevant reference letter/s	30
Capacity to deliver (Personnel and Equipment) Equipment - Cleaning of premises – 15 points Gardening – 15 points Transport – 10 points	40
Free State based companies	30
<b>TOTAL</b>	100

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

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

	<b>POINTS</b>
Price	80
BBBEE	20
<b>TOTAL</b>	<b>100 points</b>

- Prices must be based on the South African Rand;
- Prices must include Value Added Tax (VAT).
- Prices must include consumables e.g. cleaning material, labour, equipment, delivery costs and transport.
- All figures are to be entered without alteration.

**SECTION: 2**  
**SPECIFICATION DETAILS**

The Free State Development Corporation invites prospective bidders to submit bids to provide FDC with cleaning and gardening of FDC premises in Thabo Mofutsanyana District.

- 6.23 The company shall provide cleaning and gardening services to FDC properties in Thabo Mofutsanyana District.
- 6.24 The company shall provide cleaning and gardening services to FDC in respect of the Commercial Properties, Residential and Industrial Areas.
- 6.25 The company shall be liable to purchase its cleaning material and equipment.
- 6.26 The FDC shall not provide the Company with cleaning material and equipment.
- 6.27 The rates for the services will be negotiated in terms of the services on annexure "A"
- 6.28 Cleaning of premises at rate/ m<sup>2</sup> (removal of waste and equipment included);
- 6.29 Cutting of grass at rate/m<sup>2</sup> on vacant properties or prescribed by FDC personnel (removal of grass and waste included)
- 6.30 Cutting, pruning and removal of trees at rate/m<sup>2</sup>,
- 6.31 Cutting of grass on pavements/ open areas with tractor and slusher at rate/m<sup>2</sup>

## GENERAL

As and when requested	Cleaning of premises at rate/m2 (removal of waste and equipment included)	R m <sup>2</sup>
As and when requested	Cutting of grass at rate/m2 on vacant properties or prescribed properties by FDC personnel (Removal of grass and waste included)	R m <sup>2</sup>
As and when requested	Cutting, pruning and removal of trees	Negotiated tariff with services provider
As and when requested	Cutting of grass on pavements/ open areas with tractor and slushier	R m <sup>2</sup>

## **GENERAL CLEANING INCLUDE THE FOLLOWING**

### **Commercial Building Offices**

#### **Office cleaner**

- Cleaning of tiles/floors (around entrances, passages, bathroom and staircases)
- Dusting windows sills daily
- Dusting of skirting daily
- Empty dust bins daily
- Clean walls and stain marks
- Removal rubbish and waste to designated areas
- Strip and polish ceramic of floor-tiles (on request)

## **CLEANING OF CHANGE ROOMS/BATHROOMS**

- Sweeping and mopping of floors daily
- Strip & polish ceramic or PVC floor-tiles (On request)
- Clean walls, wall tiles, window sills and doors daily cleaning urinals daily
- Clean toilet seat and pan daily
- Clean urinals daily
- Empty bins (sanitary) as per schedule
- Replace toilet paper when needed
- Refill soap dispensers when needed
- Keep area clean and tidy at all times

## **CLEANING OF BUILDING/PREMISES**

- Windows to be cleaned monthly or after heavy rains
- Daily cleaning of entrance veranda/passage
- Daily cleaning of entrance doors
- Removal of litter from entrance areas
- Note: clean and maintain equipment daily
- Safekeeping of equipment and material

## **GENERAL GARDENING INCLUDE THE FOLLOWING**

- Mow lawns and trim edges
- Removal of garden refuse after job completion
- Water lawns and flowers
- Making and upkeep of flower beds
- Turning of soil around flower beds and shrubs
- Cutting, pruning and removal of trees
- Removal of waste of any rubble from premises
- Keep area attractive, weeds free and litter free

## **ROUGH AREAS**

- Remove stones and objects that can damage machines/ vehicles
- Cutting of wild grass and shrubs
- Hoeing of weeds with garden spade
- Removal of refuse after job completion

- Keep area clean at all the times

### **GENERAL**

- Hoeing/removal of weeds from paved areas and roads
- Sweep paved areas, demarcated parking bays and under carports
- Remove litter and rubble
- Keep area clean and tidy at all times.

### **CARING OF EQUIPMENT**

- clean and maintain equipment after use
- Adhere to safety rules and standards when operating equipment
- Keep equipment away from unauthorized users
- Safe keep of equipment and material when not in use



## Annexure A

	<b>Cleaning and Gardening Services</b>		
	<b>Name of Place/Location</b>	<b>Prop Code</b>	<b>Services Rendered</b>
	<b>Commercial Properties</b>		
1	Consultancy building	735	Cleaning
2	Naledi mall/kopanong	732	Cleaning
3	New naledi mall	733	Cleaning
4	FDC Club view	901	Gardening
	<b>SHOPPING CENTRE AND B-HIVES</b>		
5	Agrimark B-hive		Cleaning
6	Midtown shopping centre	729	Cleaning
7	Matsikeng shopping centre & B-Hive	1141	Gardening & Cleaning
8	Makwane shopping centre	726	Gardening & Cleaning
9	Lusaka shopping centre	722	Gardening & Cleaning
10	Bolata shopoing centre	727	Cleaning
11	Tseki shopping centre	718	Gardening & Cleaning
12	Monontsha shopping centre	716	Gardening & Cleaning
13	Charles Mopeli shopping centre	723	Cleaning
14	Makaneng shopping centre	720	Gardening & Cleaning
15	LC mota shopping centre	721	Gardening & Cleaning
16	Mohloding B-Hive (area 2) site (passage 50/51)	639	Gardening & Cleaning
17	Moropotsane shopping centre( site 64,65 & 108 Area 3) Site 05/1 & 2, 06/1 & 7 (Area 1)	574 + 573	Gardening & Cleaning
18	Open Areas, Pavements & storm water chhannels		
	<b>Residential properties in Phuthaditjhaba</b>		
19	Vumisa Flat	777	Gardening
20	Boitumelo flats	776	Gardening
21	De Bult Flats	775	Gardening
22	Vinkaan town houses (harrismith)	754	Gardening
	<b>Commercial Properties at Industriqwa/Tshiame</b>		
23	FDC industriqwa offices	881	Gardening
	<b>Shopping centres at Tshiame</b>		
24	Tshiame A shopping centre	714	Gardening & Cleaning
25	Tshiame B shopping	715	Gardening & Cleaning
	<b>Industrial Area at Tshiame</b>		
26	Open areas, Pavements & storm water channels	881	

## DECLARATION OF INTEREST

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

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

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

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

2.2 Identity Number: .....

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

2.4 Company Registration Number: .....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

.....

.....  
.....

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

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Tax Reference Number</b>	<b>State Number / Employee Persal Number</b>

**4 DECLARATION**

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE



status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE  
**(Tick applicable box)**

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety

- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a

result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p>
---

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Free State Development Corporation)

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

I certify, on behalf of: \_\_\_\_\_

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**SBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</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.

**SBD 9**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

Js914w 2

**Price Declaration Form**

Dear Sir, madam

Having read through and examined the Request for Tender Document and terms of reference, The Requirement and all other Annexures to the RFT Document, we offer to provide the services of GENERAL CLEANING AND GARDENING SERVICES AT THABO MOFUTSANYANA DISTRICT FOR A PERIOD OF THREE YEARS (36 MONTHS)

**R.....(including VAT) In words**

.....(including VAT)

We confirm that this price covers all activities associated with the general cleaning and gardening services, as called for in the Terms of reference document. We confirm that FDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the FDC.

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 document.

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

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Print name of signatory) \_\_\_\_\_

Designation \_\_\_\_\_

<b>FOR AND ON BEHALF OF:</b>	COMPANY NAME	_____
	Tel No	_____
	Fax No	_____
	Cell No	_____