



# health

Department:

Health

REPUBLIC OF SOUTH AFRICA

## **NDoH-10 (2025/2026)**

**APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING  
AND HYGIENE SERVICES AT THE MEDICAL BUREAU FOR  
OCCUPATIONAL DISEASES (MBOD) 144 DE KORTE STREET  
BRAAMFONTEIN,  
JOHANNESBURG, 2001  
FOR THREE (3) YEARS.**

**BID VALIDITY PERIOD: 120 DAYS**

**DATE ISSUED: 05 SEPTEMBER 2025**

**CLOSING DATE AND TIME OF THE BID:**

**30 SEPTEMBER 2025 AT 11H00AM**

**COMPULSORY BRIEFING SESSION:**

**DATE: 19 SEPTEMBER 2025 AT 10:00AM**

**VENUE:** Medical bureau for occupational diseases (MBOD) building (3rd  
floor lecture room) -144 de Korte street  
Braamfontein, Johannesburg (2001)

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL DEPARTMENT OF HEALTH (NDOH)</b>					
BID NUMBER:	NDoH-10(2025/2026)	CLOSING DATE:	30 SEPTEMBER 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING AND HYGIENE SERVICES AT THE MEDICAL BUREAU FOR OCCUPATIONAL DISEASES (MBOD) 144 DE KORTE STREET BRAAMFONTEIN, JOHANNESBURG, 2001 FOR THREE (3) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
NATIONAL DEPARTMENT OF HEALTH					
1112 VOORTREKKER ROAD					
DR AB XUMA BUILDING (PREVIOUSLY EXXARO BUILDING) IN THABA TSHWANE					
PRETORIA					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:tenders@health.gov.za">tenders@health.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:tenders@health.gov.za">tenders@health.gov.za</a>	
<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>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<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)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## 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:

.....

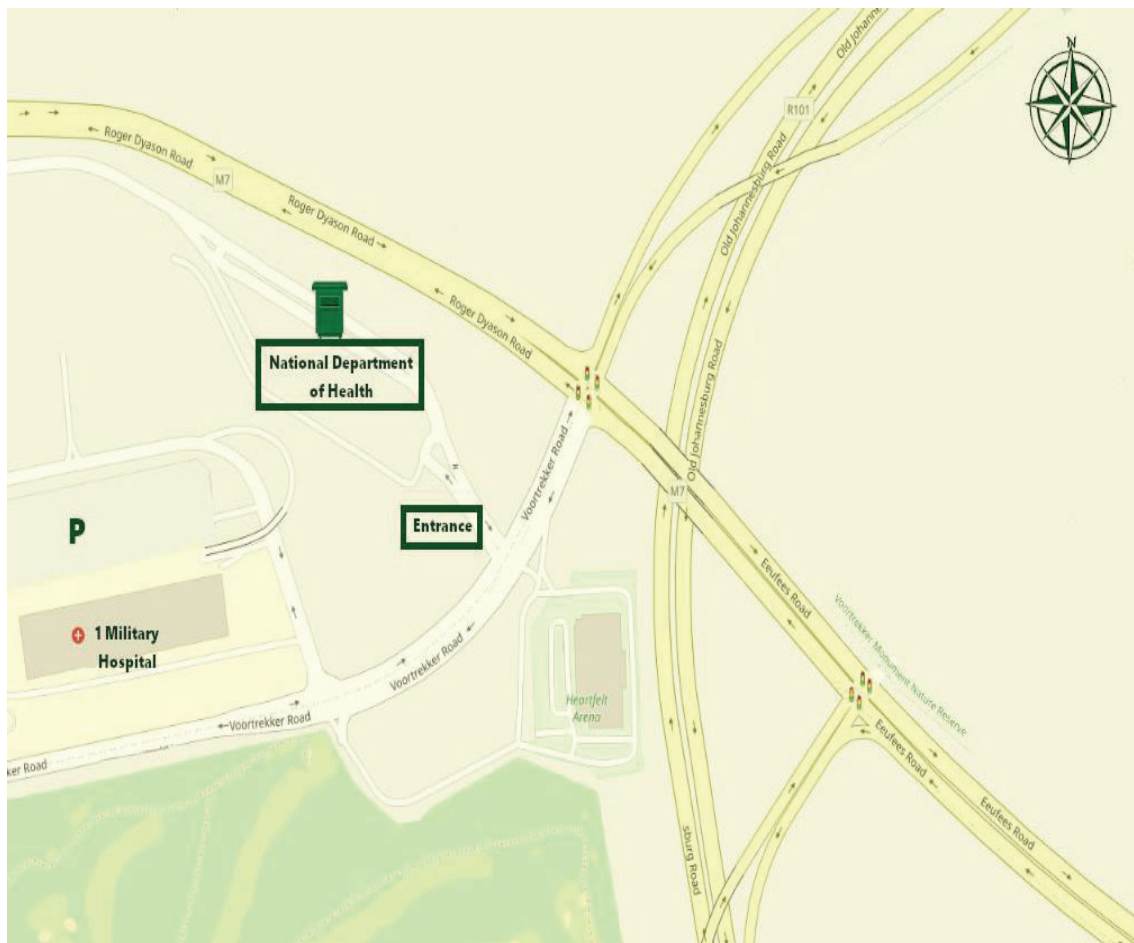
CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



## **AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.**

“Only authorized signatories may sign the original and all copies of the bid where required.

In the case of a **ONE-PERSON CONCERN** submitting a bid, this shall be clearly stated.

In case of a **COMPANY** submitting a bid, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a bid, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In the case of a **PARTNERSHIP** submitting a bid, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the bid.

In the case of a **JOINT VENTURE** submitting a bid, include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

**Accept that failure to submit proof of Authorization to sign the bid may result in the bid being declared non-responsive.**

## AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

<b>ZETHMBE TRADERS (Pty) Ltd</b>	
By resolution of the Board of Directors taken on <i>01 AUGUST 2000</i> ,	
<b>MR M BONAKELE</b>	
has been duly authorised to sign all documents in connection with	
Contract no NDoH-01/2023/2024, and any contract which may arise	
there from, on behalf of <i>Mabel House (Pty) Ltd.</i>	
SIGNED ON BEHALF OF THE COMPANY:	(Signature of Managing Director)
IN HIS CAPACITY AS:	Managing Director
DATE:	<i>01 AUGUST 2000</i>
SIGNATURE OF SIGNATORY:	(Signature of <i>M Bonakele</i> )
As witnesses:	
1.	.....
2.	.....
Signature of person authorised to sign the bid: .....	
Date: .....	

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.



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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12. Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- |   |   |
|---|---|
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>   |
| <b>17. Prices</b>                               | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>  |
| <b>18. Contract amendments</b>                  | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>   |
| <b>19. Assignment</b>                           | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>   |
| <b>20. Subcontracts</b>                         | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p>   |
| <b>21. Delays in the supplier's performance</b> | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |



supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force  
Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination  
for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of  
Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of  
liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>30. Applicable law</b>	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
<b>32. Taxes and duties</b>	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
<b>33. National Industrial Participation Programme (NIP)</b>	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
<b>34 Prohibition of Restrictive practices</b>	<p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p>

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

## BIDDER'S DISCLOSURE

### 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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

---

<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.

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

---

<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.

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 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



This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
  - (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Elias Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;

- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Js475wc

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. In case of a claiming points for disability the company must submit a registered Doctor noted or document as evidence of the disability.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20                      or                      90/10

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	8		
Women	6		
People with Disabilities	2		
Promotion of SMMEs	2		
Promotion of South African owned enterprises	2		

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....





**NDOH10-2025/2026: APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING  
AND HYGIENE SERVICES AT THE MEDICAL BUREAU FOR OCCUPATIONAL  
DISEASES (MBOD)  
144 DE KORTE STREET BRAAMFONTEIN,  
JOHANNESBURG, 2001  
FOR THREE (3) YEARS.**

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## 1. BACKGROUND

The Medical Bureau for Occupational Diseases (MBOD) is the Directorate under the National Department of Health (NDoH) and hereby invites suitably qualified and reputable service providers to submit proposals for the provision of cleaning and hygiene services, hygiene equipment and hygiene consumables to the Braamfontein Office for a fixed period of three (3) years.

## 2. SCOPE OF CLEANING SERVICES TO BE RENDERED BY THE CONTRACTOR

Total number of employees/occupants	About 200 per day, including consultants and clients
Total Square meters of the entire building	~12,000 m <sup>2</sup>
Space size per cleaner	± 1080 m <sup>2</sup> per cleaner
Reception	60.4m <sup>2</sup> (sqm)
1 <sup>st</sup> floor	2252.4 m <sup>2</sup> (sqm)
2 <sup>nd</sup> floor	1233.4m <sup>2</sup> (sqm)
3 <sup>rd</sup> floor	723.7 m <sup>2</sup> (sqm)
4 <sup>th</sup> floor	50.3 m <sup>2</sup> (sqm)
Basements	6480.0 m <sup>2</sup> (sqm)
Surrounding area pavement in and outside the building (driveways/front parking)	214.0 m <sup>2</sup> (sqm)
Parameters	
Passages	All passages
Offices	104
Number of toilets	22
Number of urinals	29
Number of seats	39
Number of showers	1
Number of hand-washing basins in toilets	40
Boardrooms	2
Committee rooms	2
Lecture hall	1
Kitchenette's areas	4
Canteen	1 and patio
<b>Medical section consulting rooms:</b> • <b>X-ray Department:</b> x-ray room, reception, storeroom, and darkroom	4

• <b>Lung Function Department:</b> lung function testing room and reception	2
• <b>Nursing station</b> Consulting rooms	1
Storage Rooms	12
Security areas (including the main entrance)	4
Undercover parking	3 levels

### 3. SPECIAL CLEANING REQUIREMENTS

Item	Frequency
3.1 Cleaning windows in the entire building (inside and outside)	Twice a year
3.2. Washing of Medical Laundry (infection control)	Weekly
3.3. Washing curtains	Twice a year

### 4. PROVISIONING OF CLEANING MATERIALS AND CONSUMABLES

#### 4.1. Consumables

4.1.1. The successful bidder should provide all cleaning materials and consumables for the execution of the work and all necessary equipment (Generic Floor Polisher and Scrubber Machine, Vacuum Cleaner, Cleaning trolleys), chemicals, toilet consumables (liquid hand soap), and this must be included in the final bid price. The Service provider will maintain all electrical equipment supplied.

4.1.2. The service provider must ensure that all cleaning materials are SABS-approved and environmentally friendly. All cleaning equipment, such as industrial vacuum cleaners, window cleaning equipment, industrial auto scrubbers, sweepers, etc., must be of an acceptable standard to ensure that no damage is caused to carpets, tiles, windows, furniture, etc., when used by the contractor in task execution.

### 5. LIST OF CONSUMABLES AND EQUIPMENT

**The following cleaning materials and equipment must be included in the total tender price.**

No.	Description	Quantity Per Month
1.	Floor polish for vinyl and wooden tiles	4
2.	Deodorant blocks for sanitizing urinals	58

No.	Description	Quantity Per Month
3.	<b>Bleach or equivalent – 5 Litres</b>	1
4.	<b>Furniture Polish – 300ml spray can</b>	6
5.	<b>Ammonia-based or equivalent cleaning liquid– 5 Litres</b>	1
6.	<b>Refill: foam/gel toilet seat sanitizer – supply a good quality product and ensure that stock is always available. 400ml sachet</b>	40
7.	<b>Refill: Toilet Air Freshener 250ml Spray</b>	22
8.	<b>Refill: Toilet Cistern Auto Cleaner Dispenser (drip-system)</b>	40
9.	<b>Refill: Anti-bacterial hand liquid soap (800ml)</b>	22
10.	<b>Glass or Mirror cleaning material or equivalent – 2 Litres</b>	2
11.	<b>Bacterial Cleaner Disinfectant, 3-in-1 Concentrated Sanitiser, Disinfectant Cleaner and Freshener or equivalent - 5 Litres</b>	3
12.	<b>Clear Refuse plastic bags (Large) – quantity 20 in a pack</b>	5 packs
13.	<b>Clear Bin liners, plastic bags (small) – quantity 20 in a pack</b>	5 packs
14.	<b>Brooms with dustpans – for polished floors and fine dust</b>	8
15.	<b>Heavy-duty brooms – ideal for rough surfaces</b>	3
16.	<b>Industrial grade mops or equivalent for wooden, vinyl, and plastered floors: supply good quality</b>	8
17.	<b>Full cleaning mopping trolley (Janitorial trolley) and warning signs</b>	8
18.	<b>Toilet bowl cleaners – supply good quality 5 Litres</b>	5
19.	<b>Dusters/twister dusters or equivalent</b>	8
20.	<b>Sanitary (SHE bins plastic/refuse bags)</b>	6
21.	<b>Microfibre cleaning cloths (10 in a pack)</b>	When necessary
22.	<b>Batteries for air refresher containers:</b>	When Necessary

- 5.1. The bidder will be responsible for maintaining and refilling the soap, air freshener dispensers, toilet seat sanitizer, and urinal & drip feed system.
- 5.2. The bidder will also be responsible for the replenishment of the toilet rolls and hand paper towels in the ablution facilities (toilets), which MBOD will supply.

- 5.3. The floors must be stripped and sealed quarterly with non-ammoniac stripper (service provider must provide warning signs when washing/polishing/buffing floors during working hours)

**6. ACTIVITIES /DUTIES (BIDDERS MUST COMPLY WITH ALL ACTIVITIES).**

- 6.1 Cleaning and maintenance of the offices and common areas (kitchens, toilets, lifts and staircases).
- 6.2 The bidder shall provide the cleaning and maintenance services in accordance with the frequency outlined in the table below, daily from 07:00 am, and as required.
- 6.3 Weekly Work plan (Service times) must be submitted to the supervisor.
- 6.4 The daily cleaning schedule and checklist must be displayed behind all common areas.

No	Task	Frequency
<b>Cleaning all floors</b>		
1	Sweep and damp mop tiled floor (Vinyl, wooden, and ceramic tiles, etc.) with appropriate tools and detergents	Daily
2	Sweep driveways, parking areas, and stairs	Weekly
3	Machine buffing and stripping of dirt and product accumulation.	Twice a year
4	Clean the stairs, handrails, and surrounding areas	Weekly
5.	Polish all floors	As necessary
<b>Cleaning passages</b>		
6	Dust the fire hydrant	Weekly
7	Dust and damp wipe lamps in passages (lower)	Weekly
8	Dust the wooden skirting	Weekly
9	Sweep and damp mop tiled floor (Vinyl, wooden, and ceramic tiles, etc.) with appropriate tools and detergents	Daily
10	Dust and damp wipe the directory boards	Weekly
11	Clean and disinfect the elevator doors' track inside and out, as well as the elevator mirrors Wipe elevator handles Disinfect, mop, and sweep the elevators	Weekly
12	Wipe and disinfect handrails	Once a week
13	Sweep and damp mop the staircases	Weekly
<b>Carpets</b>		

No	Task	Frequency
14	High and low traffic areas- brush and vacuum	Daily
15	Deep carpet cleaning	Twice a year
16	Spot cleaning of carpets	Weekly or as necessary
<b>Clean and disinfect all offices, reception areas, clinic, storerooms, and board rooms</b>		
17	Dust and disinfect all horizontal surfaces (low level)	Daily
18	Wipe/dust desktops (carefully)	Daily
19	Dust, damp wipe, and disinfect all tables/desks	Daily
20	Dust and disinfect all high ledges and fittings with Twister dusters	Weekly
21	Dust and damp wipe furniture and ensure it is free from dust, removable soil, smears, spots, and spillages	Weekly
22	Polish all wooden furniture	Weekly
23	Dust all window ledges (high and low) with Twister dusters	Daily
24	Dust and disinfect telephone sets and remove grease, smears, and streaks	Daily
25	Damp wipe and dust the skirting	Weekly
26	Office basins: Disinfect and wipe basins and taps with a wet cloth to remove mineral deposits	Weekly
27	All reception areas: Disinfect countertops	Daily
28	Wash all blinds to be free from dust, grease, streaks, smears, spots and splashes, and debris with an approved detergent	Quarterly
29	Disinfect all door handles, doorknobs, door panels, and electric switches.	Daily
30	Vacuum cloth-covered couches and chairs Dust and damp wipe office chairs (Fabric/Leather)	Daily
31	<b>Storerooms:</b> Dust and damp wipe floor, walls, doors, and furniture, and ensure they are free from dust, removable soil, smears, spots, and spillages	Monthly
32	<b>Cleaning the server room (supervised by an IT representative) Quarterly</b>	
33	<b>Boardrooms:</b> Clean the floor, walls, doors, and door handles. Dust, wipe, and polish all furniture to remove dust, removable soil, smears, spots, and spillages.	Weekly as requested
<b>Waste Disposal:</b>		
34	Empty all waste baskets and bins	Daily
35	Damp wipe, remove stains, including moulds, and disinfect all waste baskets and bins	Daily
36	Replace all bins with disposable refuse bags	Weekly When necessary
37	Clean and disinfect the waste area	Weekly

No	Task	Frequency
38	Prepare the municipality's waste bins for pick-up	Weekly on a specific collection day
<b>Walls and Paintwork</b>		
39	Solid walls: clean, dust, and wet all low-surface walls/panels, doors, and light switches (finger marks, etc.)	Monthly
40	Clean mould on walls with a recognised detergent that will not damage the surface	Monthly
<b>Glass, Windows, and Metalwork</b>		
41	Clean all the windows (internal and external).	Twice a year
42	Clean all glass, panels, and partitions are free from dust, grease streaks, smears, spots, splashes, and marks.	Weekly
43	Clean and polish all bright metal fittings	Weekly
<b>ABLUTION FACILITIES</b>		
44	Remove mineral deposits and soilage from the bowl and under the flush rim with hard surface cleaner and brush	Twice a day
45	Wet wash with disinfectant the seats and lid, cistern and pipes, etc.	Daily
46	Sanitary bins must be emptied at least once a week, and the materials must be disposed of in accordance with the OSHA and National Environmental Management: Waste Act 2008	Weekly
47	Wipe toilet mirrors - use glass cleaner	Daily
48	Disinfect and spot-clean walls and wipe wall tiles	Daily
49	Replenishing consumables in ablution facilities, i.e., seat sanitizer dispensers, air freshener dispensers, hand liquid soap dispensers, hand towel dispensers, toilet roll dispensers, and drip-feed systems	When necessary
50	Clean, mop, and disinfect all toilet floors	Daily
51	Disinfect toilet handles, door handles, taps, hand basins, showers, bowls, metal fittings, cisterns, and urinals in the ablution facilities	Twice a day
52	Empty, wash, dump, wipe, and disinfect sanitary bins	Twice a day
<b>Vehicle parking area</b>		
53	Sweep and clean all parking areas' concrete floors (back and front)	Weekly
54	Remove litter in the parking bays and the driveway	Daily
55	Remove spillage with degreaser	When necessary
56	Maintaining and deep cleaning all vehicle parking areas	Quarterly
57	Sweeping, removing waste, and weeds on the front and underground driveway entrances	Weekly and specialized cleaning
<b>CANTEEN AND KITCHENETTES</b>		

No	Task	Frequency
58	Sweep and mop the floor.	Daily
59	Wipe solid walls/tiles and ensure they are free from dust, removable soil, smears, spots, and spillages	Weekly
60	Disinfect kitchen/kitchenette door handles, taps, hand basins, metal fittings, and cisterns.	Daily
61	Clean the canteen and kitchenette areas	Daily
62	Deep clean all the kitchen/kitchenette basins	Weekly
63	Wipe the microwave inside and outside	Daily
64	Wipe the fridge inside and outside	Daily
65	Wipe kettles and urns	Daily
66	Wipe cupboards inside and outside to remove spillage	Daily
67	Spring clean kitchen, solid/tiles walls and kitchenette cupboards, and fridges.	Monthly
<b>PERIMETER</b>		
68	Clean all patios and the surroundings of the building	Weekly
69	Water plants around the patio	Weekly
70	Sweep and clean the entrance carpet/mat, steps, and front pavement.	Daily
71	Sweep all the outside grounds around the building (i.e. front parking lot and driveway area)	Daily
72	Sweep and remove waste material from basements (3-level parking and all the building rooftops)	Yearly
73	Remove weeds and spray weed killer	When necessary



## 7. PRICING SCHEDULE

### Refer to Annexure A

7.1. The pricing must strictly be quoted in accordance with the table in Annexure A and must be inclusive of VAT.

7.2 The minimum cleaning rate will be considered and failure to adhere to these rates, as published in the Government Gazette, will lead to disqualification.

**7.3. The following number of resources is required:**

CATEGORY	QUANTITY
Full-time Operations Manager	1
Full-time supervisors	1
General Cleaners	8
<b>TOTAL</b>	<b>10</b>

### **7.4. ANNEXURE A: PRICING SCHEDULE**

See separated pricing schedule attached with this tender.

## 8. OHS REQUIREMENTS AND GUIDELINES

8.1. Occupational Health and Safety Act 85 of 1993

8.2. National Environmental Management: Waste Act (Act 59 of 2008) (NEMWA)

## **9. SPECIAL CONDITIONS AND THE REQUIREMENTS OF THIS BID**

- 9.1. The NDoH (MBOD) will consider BIDS from a single firm and/or multiple firms in joint ventures/ consortiums/ subcontracting arrangements working as a team through the lead of the service provider. all bidders must comply with the requirements documents as well as submit all required documents as referred below.
- 9.2. All bidders must comply with the requirements as well as submit all required documents referred to below. The minimum cleaning rate will be considered and failure to adhere to these rates, as published in the Government Gazette, will lead to disqualification.
- 9.3. The NDoH reserves the right to check if the remuneration of cleaning staff members is in line with the rates for this bid, as published in the Government Gazette. It will be incorporated into the Service Level Agreement (SLA) of the successful bidder.
- 9.4. Company and staff are mandated to have demonstrated knowledge of scope of work determined in this bid.
- 9.5. Company profile must be attached to the bid document, which includes details of bidder's directors/owners (Full name, surname and ID or passport number).
- 9.6. The service provider must ensure that all staff placed on-site undergo security screening and provide a clearance certificate.
- 9.7. The service provider must have the necessary equipment to provide the cleaning and hygiene services in accordance with the standard relevant to the industry.
- 9.8. The NDOH: MBOD reserves the right to conduct a site inspection on their current work. A bidder who scores the highest points for functionality thresholds may be subjected to a compulsory site inspection.
- 9.9. The Department of Health (MBOD) reserves the right to award this contract to one or multiple bidders/ service providers who qualify according to the relevant requirements.
- 9.10. The department of health reserves the right to cancel the bid without any further notice should the circumstances so dictate.
- 9.11. Bidders need to initialise each page of the bid documents on the bottom right corner.

#### 10. BRIEFING SESSION AND SITE INSPECTION REQUIREMENTS

There will be a COMPULSORY briefing session and COMPULSORY site inspection for this bid to be held as follows:

**Date: 19 September 2025**

**Time: 10:00 AM**

**Venue: MBOD Building 144 De Korte Street Braamfontein, Johannesburg**

Any clarity seeking questions should be sent by email to [tenders@health.gov.za](mailto:tenders@health.gov.za). The closing date for receipt of all enquiries is five (5) days before closing date of the BID. All enquiries received after the closing date will not be considered.

If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDoH: MBOD (other than minor clerical matters), the bidder must promptly notify in writing of such discrepancy, ambiguity, error, or inconsistency to afford the NDoH: MBOD an opportunity to consider corrective action if necessary.

**The closing date and time for the submission of proposals: 30 September 2021 at 11:00AM at the National Department of Health Dr. AB Xuma building 1112 Voortrekker Rd, Pretoria Townlands 351-Jr, Pretoria, 0187**

Bids received after closing date and time at the National Department of Health Dr. AB Xuma building 1112 Voortrekker Rd, Pretoria Townlands 351-Jr, Pretoria, 0187 will not be accepted for consideration and where practicable, be returned unopened to the bidder.

#### 11. DURATION OF THE PROJECT

OUTPUT	PERIOD
Provisioning of cleaning and hygiene services to the National Department of Health: MBOD building in Braamfontein (with CCOD)	Thirty-six (36) Months

## 12. SUPPLY CHAIN ADMINISTRATIVE REQUIREMENTS

Supply Chain administrative requirements	Substantiating evidence for compliance
The Bidder is required to be registered on the Central Supplier Database (CSD) prior submitting the Bid. Where Consortia / Joint Ventures / Subcontractors are involved, each party must be registered on the Central Supplier Database prior submitting the Bid	Provide a copy of CSD Registration Summary Report or the CSD Registration Number on SBD 1 Form.  It is the responsibility of the service provider(s) to ensure that their CSD status is active at all times.
It is a condition of this Bid that the tax status of the Bidder must be Compliant at any point in time from the closing date of the Bid. The tax status will be verified on Central Supplier Database and SARS eFiling Systems. Where Consortia / Joint Ventures / Sub-contractors are involved, the tax status of each party must also be Compliant at any point in time from the closing date of the Bid.	Provide a Tax Compliant Status Pin issued to the Bidder and Consortia / Joint Venture / Sub-contractor partners (if applicable) by the South African Revenue Service or Tax Compliant Status Pin on the SBD 1 Form.
Resolution for a representative of the bidder to sign and submit the bid proposal.	The resolution letter should be on the letterhead of the company/ bidder, where applicable.

## 13. MANDATORY REQUIREMENTS

### **MANDATORY REQUIREMENTS FOR ABLUTION FACILITIES (TOILETS)**

Bidders should indicate **Yes** or **No** next to each mandatory requirement, **and Bidders who fail to complete all the requirements will have their proposal disqualified.**

DESCRIPTION	Y	N
<b>13.1 MAINTENANCE OF SANITARY BINS</b>		
13.1.1 The antiseptic liquid/powder must be provided to kill all germs (bacteria and infection control) and prevent bad odour (deodoriser).		
13.1.2 With every service of the container, new liquid/powder must be provided, and where plastic bags are used, they must be supplied by the supplier and must also be included in the price.		
13.1.3 The liquid/powder used in the container should be SABS approved		
13.1.4 The service provider should indicate whether the antiseptic liquid/powder and disposable plastic bags will cater to the necessary precautions and hygienic purposes, i.e., germs, bacteria and infection control and prevention of bad odour.		
13.1.5 The service provider must indicate the method and frequency for the thorough cleaning and disinfection of the containers		

DESCRIPTION	Y	N
13.1.6 When the containers are removed from the premises for thorough cleaning and disinfection treatment, the service must substitute the removed containers with temporary containers of the same product, size, and quality at no extra cost to the department		
13.1.7 Every container should be provided with a fastening mechanism to prevent unauthorized removal thereof, but the mechanism must be of such a nature that the container could, if necessary, be easily removed for cleaning purposes.		
<b>13.2 MAINTENANCE OF SANITIZER DRIP-FEED SYSTEM</b>		
13.2.1 The existing drip-feed system must be refilled with a compatible product refill when necessary.		
12.2.2. The product refill should not leave any stains after use.		
13.2.3. The product refill and the drip-feed system should be maintained and serviced by the Supplier and must indicate the frequency (weekly, monthly, etc.).		
<b>13.3 MAINTENANCE OF FOAM/GEL SEAT SANITIZER</b>		
13.3.1 The existing foam/gel seat sanitizer container must be refilled when necessary.		
13.3.2 The chemical used in the foam/gel should be antibacterial for sterilization purposes and be effective in eliminating cross-contamination.		
13.3.3 The product refill and the container should be serviced by the Supplier and must indicate the frequency (weekly, monthly, etc.).		
<b>13.4 MAINTENANCE OF AIR FRESHENER CONTAINERS</b>		
13.4.1 The existing air refresher containers must be refilled when necessary.		
13.4.2 The refilling of the air freshener containers must be compatible with the current system installed.		
13.4.3 The refilling product must be a super fine odour and neutralizing fragrance		
13.4.4 The batteries of air refresher containers must be replaced when necessary.		
<b>13.5 MAINTENANCE OF HAND SOAP DISPENSERS</b>		
12.5.1 The existing hand soap dispensers must be refilled when necessary.		
12.5.2. The refilling of the hand soap dispensers must be compatible with the current system installed		
<b>13.6 TOILET ROLL HOLDER</b>		
13.6.1 The existing toilet roll holder must be refilled when necessary.		
<b>12.6.2 EMPTYING DUSTBINS IN OFFICES AND ABLUTION FACILITIES</b>		
12.6.3 Empty offices and toilets' dustbins and provide refuse bags.		

#### 14. HYGIENE SERVICES SCHEDULE

Floors	Underground	Kitchenettes	Female Ablution		Male Ablution	
4	3 floors	6	Toilet	10	Toilets	11
			Basins	24	Basins	15
			Shower	1		

**NB: Failure to submit/attach proof of the following requirements will lead to disqualification of the bidder's proposal**

Mandatory requirements	Substantiating evidence for compliance
Valid letter for tender purposes or letter of good standing for Compensation for Occupational Injuries Disease Act (COIDA) 1993	<p>Valid letter for tender purposes for COIDA obtained from the Department of Employment and Labour indicating the following:</p> <ul style="list-style-type: none"> <li>➤ Date the letter was issued;</li> <li>➤ Applicable tender number;</li> <li>➤ Name of the Bidder; and</li> <li>➤ Stamp/ Signature of the Compensation Commissioner/ Department of Employment and Labour that is no older than twelve (12) months.</li> </ul> <p>OR</p> <p>Valid letter of good standing for COIDA obtained from the Department of Employment and Labour indicating the following:</p> <ul style="list-style-type: none"> <li>➤ Name of the Bidder;</li> <li>➤ Nature/scope of Business;</li> <li>➤ Date of Expiry;</li> <li>➤ Stamp/ Signature of the Compensation Commissioner/ Department of Employment and Labour that is not older than twelve (12) months.</li> </ul>
Existing cover or letter of intent/ quotation for Public Liability insurance policy, for a minimum cover of R 1 million.	Existing cover for Public Liability insurance policy from a reputable

Mandatory requirements	Substantiating evidence for compliance
	<p>insurance company indicating the following:</p> <ul style="list-style-type: none"> <li>➤ Name of the Insurance Company;</li> <li>➤ Name of the Bidder;</li> <li>➤ Policy Number;</li> <li>➤ Type of Insurance/ Cover;</li> </ul> <p>Insurance/ Cover Amount (NB: Minimum Insurance/ Cover Amount of R 1 million OR Letter of intent/ quotation for Public Liability Insurance from a registered insurer indicating the following:</p> <ul style="list-style-type: none"> <li>➤ Name of the Insurance Company;</li> <li>➤ Name of the Bidder;</li> <li>➤ Type of Insurance/ Cover;</li> <li>➤ Insurance/ Cover Amount (NB: Minimum Insurance/ Cover Amount of R 1 million.</li> </ul>
<p>Bidders must indicate cleaners' wages in the Pricing Schedule (SBD 3.3).</p> <p>NB: The wages of the cleaners should not be less than the minimum wage rate as prescribed by the Department of Employment and Labour Sectorial Determination 1: Contract Cleaning Sector, South Africa. Only the wage increment adjustments will be accepted based on a Sectorial Wage Determination Formula.</p>	<p>Two (2) separate envelope systems to be applied.</p> <p>Prospective bidders must submit two (2) separate and sealed, clearly marked <b>envelopes</b>. One (1) for technical proposals and the other for pricing proposal.</p> <p>Provide duly completed and signed Pricing Schedule (SBD 3.3). The wages must include mandatory benefits (Basic Condition of Employment for Contract Cleaning Sector).</p> <p><b>Failure to adhere to this requirement will result in the disqualification of the bid.</b></p>
Compulsory Briefing Session	Attendance of compulsory Briefing Session and site inspection at the Medical Bureau for Occupational Diseases (MBOD) Office:

Mandatory requirements	Substantiating evidence for compliance
	Date: 19 September 2025 Time: 10:00 AM Venue: <u><b>MEDICAL BUREAU FOR OCCUPATIONAL DISEASES (MBOD) 144 DE KORTE STREET, BRAAMFONTEIN, JOHANNESBURG 2001</b></u>
Submission of bid response document on time	The Hard Copy (constitutes the legally binding bid document) Bidder must submit the bid response at the correct place within the stipulated date and time. <b>Delivery:</b> <b>NATIONAL DEPARTMENT OF HEALTH DR. AB XUMA BUILDING 1112 VOORTREKKER RD, PRETORIA TOWNLANDS 351-JR, PRETORIA, 0187</b>

## 15. EVALUATION CRITERIA

This bid will be evaluated in three (3) Phases as indicated hereunder:

**Phase 1:** Testing compliance to the eligibility criteria (mandatory requirements) mentioned on the preceding paragraph.

**Phase 2:** Bidders with satisfied mandatory requirements will be assessed against the technical evaluation criteria as indicated below. The service provider must achieve a minimum of 60 points to proceed to the next Phase of the evaluation, bids that fail to achieve the minimum required points will be disqualified consequently not be considered for further evaluation;

**Phase 3:** In this Phase bids will be evaluated on Price and RDP Goals.

**80: Price** (VAT Inclusive). It is the responsibility of each bidder to ensure that all applicable taxes are included in the offer. Bidders must ensure that they factor in VAT for offers above R1 million as it is a compulsory requirement of the VAT Administration Act. If an entity not registered as a VAT vendor is awarded a bid, it is expected to register



for VAT within 21 days of being awarded a contract and produce such proof of registration to the NDoH.

As a rule, the NDoH is not responsible for making any payment towards VAT for bidders that were awarded contracts without the inclusion VAT at the time of the bid closure.

**20:** Preference Points In this Phase bids will be based on Preference Points System (Specific Goals).

## 16. PRICE POINT SCORING SYSTEM

In line with the PPPFA requirements, this bid will be evaluated in accordance with the following preferential points scoring system (please mark with "X"):

80/20 scoring system	90/10 scoring system
X	

The table below depicts the point allocation for HDI.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	8		
Women	6		
People with Disabilities	2		
Promotion of SMMEs	2		
Promotion of South African owned enterprises	2		

To safeguard the integrity of the bidding process, the technical and financial proposals **must be submitted in separate sealed envelopes**, as per "National Treasury: Supply Chain Management a guide for Accounting Officers / Authorities, 2004", section 5.9.4.

## 17. TECHNICAL EVALUATION CRITERIA

The Preferential Procurement Policy Framework Act, Act Number 5 of 2000 (PPPFA) and 2022 regulations will apply as guiding framework in determining which proposal will provide the greatest value to the MBOD The tender will be evaluated on the 80/20 preference point system.

The bid evaluation committee will assess the extent to which proposals submitted in response to this term of reference meet the evaluation criteria below.

Functionality will be evaluated individually by Members of the Bid Evaluation Committee (BEC) in accordance with the below functionality criteria and values. The applicable values that will be utilized when scoring each criterion range from: **0 = No response, 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good and 5 = Excellent**

SCORE	CLASSIFICATION
0	No response (complete non-compliance)
1	Poor, significantly below requirements
2	Average, below requirements
3	Good, meets requirements
4	Very Good, meets requirements
5	Excellent, significantly above requirements

**The Bidder must achieve a minimum of 60 points to be considered for the next Phase of Evaluation. Any service provider that fails to meet the above thresholds will be disqualified automatically.**

	Criteria	Sub-criteria	Weight of criterion						
1	<b>METHODOLOGY:</b> Extent to which the proposal meets the criteria detailed in the scope of work.	Detailed methodology that covers the proposed scope of work outlining:  1. task descriptions and how such tasks will be performed on daily basis.  2. proposed work schedule/ duty sheet/ work plan with clear milestones and timeframes for each task to be completed.  3. Flexibility in customer service in terms of turnaround times with regards to solving problems which may arise during the execution of the contract.  4. Contingency plan <table><tr><th>Methodology</th><th>Indicator</th></tr><tr><td>Appropriate methodology that addresses the entire scope of work outlining all 4 requirements as stated above in the methodology and provides outstanding value-added activities.</td><td>5</td></tr><tr><td>Appropriate methodology that addresses three (03) of the outlined elements in the scope of work.</td><td>4</td></tr></table>	Methodology	Indicator	Appropriate methodology that addresses the entire scope of work outlining all 4 requirements as stated above in the methodology and provides outstanding value-added activities.	5	Appropriate methodology that addresses three (03) of the outlined elements in the scope of work.	4	20
Methodology	Indicator								
Appropriate methodology that addresses the entire scope of work outlining all 4 requirements as stated above in the methodology and provides outstanding value-added activities.	5								
Appropriate methodology that addresses three (03) of the outlined elements in the scope of work.	4								

	Criteria	Sub-criteria		Weight of criterion
		Appropriate methodology that addresses two (02) of the outlined elements in the scope of work.	3	
		Appropriate methodology that only addresses one (01) part of the scope of work.	2	
		Irrelevant methodology that does not addresses the scope of work at all.	1	
		No technical proposal submitted.	0	
2	<b>Expertise and Experience of proposed personnel:</b> Demonstration of sufficient capability with the necessary education, training, technical knowledge, and experience for their assigned functions.	Demonstrate the company/agency's ability and experience in executing the required services. The company/agency must have a <b>Manager</b> with extensive experience in the <b>cleaning and hygiene services</b> . Attach a <b>signed</b> curriculum vitae (CV) for the team Manager which must include clearly reflected i. experience and number of years managing activities detailed in the scope of work or similar:		10
		<b>Description</b>	<b>Indicator</b>	
		Manager who has managed similar projects with 10 or more years of relevant experience.	5	
		Manager who has managed similar projects with 8-9 years of relevant experience.	4	
		Manager who has managed similar projects with 5-7 years of relevant experience.	3	
		Manager who has managed similar projects with 3-4 years of relevant experience.	2	
		Manager who has managed similar projects with 1-2 years of relevant experience.	1	
		Manager has not managed similar projects. Manger has less than 1 year of relevant experience. No CV submitted for the team Manager	0	

	Criteria	Sub-criteria		Weight of criterion														
		CV of Manager not signed.																
		Demonstrate the company/agency's ability and experience in executing the required services. The company/agency must have <b>Supervisor</b> with extensive experience in the <b>cleaning and hygiene services</b> . Attach a <b>signed</b> curriculum vitae (CV) for the team Manager which must include clearly reflected <div>i. experience and number of years managing activities detailed in the scope of work or similar:</div> <table><thead><tr><th>Description</th><th>Indicator</th></tr></thead><tbody><tr><td><b>Supervisor</b> who has supervised similar projects with 10 or more years of relevant experience.</td><td>5</td></tr><tr><td><b>Supervisor</b> who has supervised similar projects with 8-9 years of relevant experience.</td><td>4</td></tr><tr><td><b>Supervisor</b> who has supervised similar projects with 5-7 years of relevant experience.</td><td>3</td></tr><tr><td><b>Supervisor</b> who has supervised similar projects with 3-4 years of relevant experience.</td><td>2</td></tr><tr><td><b>Supervisor</b> who has supervised similar projects with 1-2 years of relevant experience.</td><td>1</td></tr><tr><td><b>Supervisor</b> has not supervised similar projects. 0 years of relevant experience. No CV submitted for the team supervisor CV of supervisor not signed.</td><td>0</td></tr></tbody></table>		Description	Indicator	<b>Supervisor</b> who has supervised similar projects with 10 or more years of relevant experience.	5	<b>Supervisor</b> who has supervised similar projects with 8-9 years of relevant experience.	4	<b>Supervisor</b> who has supervised similar projects with 5-7 years of relevant experience.	3	<b>Supervisor</b> who has supervised similar projects with 3-4 years of relevant experience.	2	<b>Supervisor</b> who has supervised similar projects with 1-2 years of relevant experience.	1	<b>Supervisor</b> has not supervised similar projects. 0 years of relevant experience. No CV submitted for the team supervisor CV of supervisor not signed.	0	10
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3	<b>Expertise and Experience of proposed personnel:</b> Demonstration of sufficient capability with the necessary education, training, technical knowledge,	Demonstrate the company/agency's ability and experience in executing the required services. The company/agency must have a team of resources with extensive experience in the <b>cleaning and hygiene services</b> . Attach a signed curriculum vitae (CV) for cleaners which must include clearly reflected a) experience and b) number of years in the cleaning service with activities detailed in the scope of work or similar:		10														

	Criteria	Sub-criteria		Weight of criterion
	and experience for their assigned functions.	<b>Description</b> <b>Five (05)</b> team member (s) who have worked in similar projects with 9 or more years of relevant experience. <b>Four (04)</b> team member (s) who have worked in similar projects with 7-8 years of relevant experience. <b>Three (03)</b> team member (s) who have worked in similar projects with 5-6 years of relevant experience. <b>Two (02)</b> team member (s) who have worked in similar projects with 3-4 years of relevant experience. <b>One (01)</b> team member who has worked in similar projects with 1-2 year of relevant experience. <b>Zero (0)</b> team member (s) who have worked in similar projects with 0 years of relevant experience. No CVs submitted CVs not signed	<b>Indicator</b> 5 4 3 2 1 0	
4	<b>Track record and experience of the bidder:</b> Ability to demonstrate successfully and or performed similar work to the terms of reference.	The Company must submit reference letters to prove their experience in cleaning and hygiene services ( <b>reference letters/ testimonials</b> ) from clients that the company is managing or has managed previously. <b>The letter must strictly be from the clients where cleaning and hygiene services were rendered and must contain the following details:</b> <ul style="list-style-type: none"> <li>➤ address of the premises,</li> <li>➤ contact details,</li> <li>➤ be signed</li> <li>➤ type of services rendered,</li> <li>➤ period and</li> <li>➤ value of the project.</li> </ul> <u>Appointment letters and purchase orders are not to be construed as the reference letters since they serve a different purpose.</u>		30
		<b>Reference letters</b> 5 or more reference letters 4 reference letters 3 reference letters 2 reference letters	<b>Indicator</b> 5 4 3 2	

	Criteria	Sub-criteria		Weight of criterion
		1 reference letter	1	
		No reference letters submitted	0	
		No project value		
		Reference letters not signed		
		No period indicated		
		No client address or contact details		
5	<b>CAPABILITY TO CLEAN SIZE OF THE BUILDING.</b>	Square meters of bidder's past or current projects site/s to be assessed. Square meters of bidders current/ past projects shall be allocated values as follows: <ul style="list-style-type: none"> <li>➤ No square meters indicated= 0</li> <li>➤ Less than 1000 to 3000= 1</li> <li>➤ 3001 to 6000= 2</li> <li>➤ 6001 to 9000= 3</li> <li>➤ 9001 to 11 999= 4</li> <li>➤ 12000 and above= 5</li> </ul> <b>NB: For a bidder to score sufficient points must ensure that their proposal or reference letters reflect the square meters of projects or sites they served or are currently rendering cleaning and hygiene services.</b>		20

## 18. SUPPLIER DUE DILIGENCE

The NDOH: MBOD reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period, and this may include pre-announced/ non-announced site visits. During the due diligence process, the information submitted by the bidder will be verified, and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

The Department of Health (MBOD) reserves the right to reject any product/ service that is not compliant with the specifications and any other legislative framework related to the products/ items.

The Department of Health (MBOD) reserves the right to terminate the contract at any stage if there is a substantive proof of inefficiency in the delivery of the services.