STRATEGY, OPERATIONS & COMPLIANCE

Financial Management
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Victoria & Griffiths, Mxenge Building,123 Westlake Avenue
Weavind Park, Silverton, Pretoria | P/Bag X752, Pretoria,
0001, South Africa

National Prosecuting Authority
South Africa

INVITATION TO BID

BID DETAILS

BID NUMBER	:	NPA 09-25/26
ISSUE DATE	:	03 August 2026
NON-COMPULSORY SITE INSPECTION	:	11 August 2026
CLOSING DATE AND TIME	:	25 August 2026 @ 11:00 am
BID DESCRIPTION	:	Facilities Management Services for the DDPP office in KuGompo City (East London).
CONTRACT DURATION	:	Three (3) years

DETAILS OF BIDDER

COMPANY NAME : _____

CSD SUPPLIER NUMBER	UNIQUE REGISTRATION NUMBER

Please indicate whether this document is an original or copy, tick the applicable block.

ORIGINAL ☐ **COPY** ☐

NOTE: AS PER NATIONAL TREASURY CIRCULAR BIDDERS ARE REQUIRED TO REGISTER THEIR COMPANIES ON THE CENTRAL SUPPLIER DATABASE (CSD) SINCE SUPPLIERS WHO ARE NOT REGISTERED MAY NOT BE AWARDED BIDS WITH EFFECT FROM THE 01 JULY 2016. HTTPS://WWW.CSD.GOV.ZA

DOCUMENTS CHECK LIST

Bidders are requested to use the checklist below for documents to be submitted with a bid.

NO	DOCUMENTS	TICK
1.	Central Supplier Database registration report (CSD)	
2.	Submit a valid Letter of Good Standing from the Department of Employment and Labour or/ Letter to Tender from Compensation Fund	
3.	Bidder's profile	
4.	Proposed approach/methodology, proposal, operational/works schedule for Facilities Management Services as per **Section 3**, **paragraph 30.3.**	
5.	Submit one (1) or more signed reference letter/s from previous/current clients indicating client satisfaction, contract duration, project description and bid amount as per **Section 3 paragraph 30.2.**	
6.	Documentary proof from third party e.g., municipal account, signed lease agreement etc. (must corroborate with address provided in **SBD 1**	
7.	Submit one (1) original and two (2) copies	

Bidder's Signature/ initial: _____

FULL DETAILS OF BIDDER

COMPANY NAME :_____

CONTACT PERSON : _____

DATE : _____

E-MAIL ADDRESS :_____

TELEPHONE NUMBER :_____

CELLULAR NUMBER :_____

FAX NUMBER :_____

PHYSICAL ADDRESS :_____

_____

_____

POSTAL ADDRESS :_____

_____

_____

SIGNATURE OF BIDDER :_____

CONTENT PAGE

Bidders are to ensure that they receive all pages of this document, which consists of the following:

Structure of Proposals

Glossary

- Section 1 : Invitation to Bid (SBD 1)
- Section 2 : General Conditions of Contract
- Section 3 : Special Conditions of the Bid
- Section 4 : Bid Submission Requirements
- Section 5 : Evaluation and Selections Process
- Section 6 : Terms of Reference, Service Schedule
- Section 7 : Management Fee
- Section 8 : Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022 (SBD 6.1)
- Section 9 : Bidder's Disclosure (SBD 4)
- Section 10 : Confirmation Form
- Section 11 : Pricing schedule
- Section 12 : Bidder's experience

Bidder's Signature/ initial: _____

GLOSSARY

Award	After approval by relevant authorities
Bid	Written offer in a prescribed form in response to an invitation by NPA for the provision of goods, works or services
Briefing Session	A session that is held after the bid document is issued and before the closing date of the bid during which information is shared with potential bidders.
Bidder	Organization applying to participate in the bidding process as a potential supplier of the services as advertised in this Bid.
Dti	Department of Trade and Industry
GCC	General Conditions of Contract
IP	Intellectual Property
NIPP	National Industrial Participation Programme
NPA	National Prosecuting Authority
Original Bid	Original document signed in ink
SCM	Supply Chain Management
SBD	Standard bidding document
SLA	Service Level Agreement

Bidder's Signature/ initial: _____

SECTION 1 **SBD 1**

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**NPA 09-25/26**	CLOSING DATE:	**25 August 2026**	CLOSING TIME:	**11:00 am**
DESCRIPTION	Facilities Management Services for the DDPP office in KuGompo City (East London) for a period of three (3) years.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
National Prosecuting Authority
VGM Building Weavind Park
123 Westlake Avenue
Silverton
Pretoria

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Nebreshka Paulsen**	CONTACT PERSON	**Caroline de Kock**
TELEPHONE NUMBER	**-**	TELEPHONE NUMBER	**-**
FACSIMILE NUMBER	**-**	FACSIMILE NUMBER	**-**
E-MAIL ADDRESS	tenders@npa.gov.za	E-MAIL ADDRESS	tenders@npa.gov.za

SUPPLIER INFORMATION					
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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

Bidder's Signature/ initial: _____

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7)**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

VALIDITY PERIOD: OFFER TO BE VALID FOR 90 DAYS FROM CLOSING DATE OF THE BID.

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE:……..

Bidder's Signature/ initial: _____

SECTION 2

GENERAL CONDITIONS OF CONTRACT

THE GENERAL CONDITIONS OF THE CONTRACT WILL FORM PART OF ALL BID DOCUMENTS AND MAY NOT BE AMENDED

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 anything 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.

Bidder’s Signature/ initial: _____

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 ancillaries 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.

Bidder's Signature/ initial: _____

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
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 the 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

Bidder's Signature/ initial: _____

completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the 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

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.

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.

Bidder's Signature/ initial: _____

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 the 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

Bidder's Signature/ initial: _____

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.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

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.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontract

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract

Bidder's Signature/ initial: _____

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

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

Bidder's Signature/ initial: _____

(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 control over 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 office as contemplated in sections 12 and 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.

Bidder's Signature/ initial: _____

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 favorable 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.

Bidder's Signature/ initial: _____

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; an

(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.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation Program (NIPP)

33.1 The NIPP program administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No.89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is /are or a contractor(s) was/ were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/ have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No.89 of 1998.

Bidder's Signature/ initial: _____

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 concerned.

Bidder's Signature/ initial: _____

SECTION 3

SPECIAL CONDITIONS OF THE BID

1. Bids submitted must be in line with the detailed specification. Failure to bid accordingly will result in the disqualification of the bids.

2. Bidders' attention is drawn to the fact that amendments to any of the Special Conditions will result in their bids being disqualified.

3. The NPA reserves the right;

3.1 Not to appoint and/or cancel the bid at any time and shall not be bound to accept the lowest bid or proposal.

3.2 To award a bid to one or more service providers.

3.3 To award the bid as a whole or in part.

3.4 To enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract before or after the conclusion of the contract. (BAFO "Best and Final Offer")

3.5 To terminate any contract where service has not been carried out to its satisfaction.

3.6 To amend any bid condition, validity period, or extend the closing date of bids.

3.7 To cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after shortlisted bidders have been notified of their status.

3.8 To conduct site inspections and or due diligence, or explanatory meetings in order to verify the nature and quality of services offered by the bidder. This will be done before/or after adjudication of the bid. The site inspection and or due diligence will be carried out with shortlisted bidders only.

4. The NPA may, at any time or times prior to the bid submission date, issue to the bidders any amendment, annexure or addendum to bid documents. No amendment, annexure or addendum will form part of the bid documents unless it is in writing and expressly stated that it shall form part of the bid document.

5. The NPA may request written clarification or further information regarding any aspect of this bid. The bidders must supply the requested information in writing within two (2) working days after the request has been made, otherwise the proposal may be disqualified.

6. As per National Treasury Instruction note no: 9 of 2017/18 bidders are required to register their companies on the government Central Supplier Database (CSD) and include in their bid a copy of their Master Registration Number (Supplier Number).

7. Bidders are required to provide tax compliance status PIN or the Central Supplier Database Master Registration Number (MAAA Number) to enable the NPA to view their tax profile and verify the bidder's tax compliance status.

8. Foreign suppliers with neither South African tax obligation nor history of doing business in South Africa must complete a pre-award questionnaire on the Standard Bidding Document 1 for their tax obligation categorisation.

9. Preferential consideration will be given to bidders that are legal entities. In the case of Sub-contracting, the NPA will enter into a single contract with a principal service provider.

10. Any completion of bid documents in **pencil, correction fluid (Tippex) or erasable ink** will not be acceptable and will automatically disqualify the submitted bid.

Bidder's Signature/ initial: _____

11. The NPA shall not accept any responsibilities for any expenses incurred by the service provider that was not part of the contract.

12. The NPA will not be liable for any expenses incurred by the bidders during the bidding process.

13. Bidders must submit documentary proof of the existence of joint ventures and/or consortium arrangements. The NPA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. The joint venture and/or consortium agreements must be clearly set out the roles and responsibilities of the Lead Partner and joint venture and/or consortium party. The agreement must also identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

14. **CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

14.1 The NPA reserves its right to disqualify any bidder who with or without their company / business, whether in respect of the NPA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"), –

14.1.1 engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder or company / business in respect of the subject matter of this bid.

14.1.2 seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity.

14.1.3 makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the NPA's officers, directors, employees, advisors or other representatives.

14.1.4 accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity.

14.1.5 pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity.

14.1.6 has in the past engaged in any matter referred to above.

15. **INDEMNITY**

If a Bidder breaches the conditions of this bid and, as a result of that breach, the NPA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process or enforcement of intellectual property rights / confidentiality obligations), then the Bidder indemnifies and holds the NPA harmless from any and all such costs which the NPA may incur and for any damages or losses the NPA may suffer.

16. **PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided expressly amends this document by reference.

Bidder's Signature/ initial: _____

17. **TAX COMPLIANCE**

No award shall be made to a Bidder whose tax affairs are not in order. The NPA reserves the right to withdraw an award made to a service provider in the event that it is established that such service provider does not remain tax compliant for the full term of the contract.

18. **GOVERNING LAW**

South African law governs this bid and the bid response process. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

19. **RESPONSIBILITY FOR COMPANY/BUSINESS PERSONNEL**

19.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors, and other representatives), comply with all terms and conditions of this bid.

19.2 Bidding companies must clearly indicate if they envisage sub-contracting part of the services. The specific goals of the company to which work will be sub-contracted must also be clearly indicated as per table 1 on page 47 of 56 of the SBD 6.1.

20. The NPA will enter into a Service Level Agreement with the successful bidder, effective from the date of bid award, taking all aspects of the contract into account.

21. Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

22. The successful service provider will be subjected to a security screening process/ routine testing randomly by the NPA at any stage during the duration of this contract. If the results thereof are negative and/or unfavourable and/or have a material or adverse effect to the carrying out of this contract, NPA shall be entitled to cancel this contract immediately, in writing.

23. The employees of the successful service provider may be subject to screening for security purposes by the NPA at least once in the contract period or as and when other surrounding circumstances so requires. Any such employees whose security screening comes back negative, shall be removed from the NPA's site by the service provider immediately upon request by the NPA.

24. The pool of temporary replacement/ relief staff to be employed by the service provider must be security screened by the NPA before they are brought on site.

25. Bidders are requested to endorse their signature/ initial on every page of the bid document. Furthermore, bidders must ensure that every place where a signature is required is correctly and fully signed including witnesses where applicable.

26. The service provider must have the infrastructure (physical premises) and the capacity to supply and/or deliver items/service required.

27. The service provider must supply and/or deliver the items or service as specified on the official signed NPA purchase order within the agreed time by both parties after receipt of such purchase order.

28. **THE SERVICE PROVIDER IS REQUIRED TO:**

28.1 Render facilities management services at the DDPP office in KuGompo City (East London) on a day-to-day basis, as per the service schedules attached.

28.2 Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. Proof of such documentation must be submitted as part of the Bid Proposal.

Bidder's Signature/ initial: _____

28.3 Comply with the National Minimum Wage Act, No.9 of 2018, (as amended from time to time). The bidders must submit a confirmation letter indicating compliance to the Act, in-line with sectoral determination by the Department of Employment and Labour. Such rates must be indicated in the confirmation and a sample of a payslip attached.

28.4 Specifically, a current and valid Letter of Good Standing from the Department of Employment and Labour or letter to tender from Compensation Fund must be submitted as part of the Bid Proposal documents. **NB**: Such letter of good standing must be submitted to SCM-Contract Management Unit on a yearly basis during the duration of the contract. **Failure to submit the Letter of Good Standing from the Department of Employment and Labour or letter to tender will lead to disqualification of the bid**.

28.5 Letter to Tender from the Department of Employment and Labour submitted must be issued for the bid under consideration to the respective company, be addressed to the NPA signed by relevant authority and with a date stamp from Department of Employment and Labour. **Failure to comply will lead to disqualification of the bid.**

28.6 Indicate the total number of cleaning personnel to be deployed on site, of which one (1) must be a supervisor. In the event that a staff member is unavailable, the service provider shall ensure the provision of stand-in cleaning personnel (reliever) to maintain uninterrupted service delivery at the site.

28.7 Manage any labour disputes among his/her staff which might impact the day-to-day NPA operations and service delivery.

28.8 Provide all staff working under this contract with uniforms, with the name of the service provider clearly marked. Workers must at all times be identifiable (no later than the first day of the second month of rendering the service). The NPA reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.

28.9 Ensure that all staff working under this contract are adequately trained prior to the commencement of the contract. Provide any documentary proof of training that has been provided and should be submitted in the first month of the contract (e.g. cleaning protocol training, induction training, etc.)

28.10 Ensure compliance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), as well as adherence to all applicable security and emergency policies, procedures, and regulations:

29.10.1 Ensure that staff working under this contract is provided with the required protective clothing as determined by the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993), when relevant during the carrying out of their duties.

29.10.2 Ensure and maintain a safe and healthy work environment and workforce.

29.10.3 The use of fire hose reels or other fire extinguishers in offices for the purpose of executing cleaning and / or maintenance activities is prohibited.

29.10.4 Ensure that all work performed, and all equipment used on site comply with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993).

29.10.5 Not use equipment, utensils or chemicals that may damage fittings, persons or any other contents in offices. NPA has a right to reject any such equipment, utensils or agents that is detrimental to its property and staff.

29.10.6 Not use or store on NPA premises any poisonous or highly flammable substances without the written consent of the NPA.

29.10.7 Maintain cleaning equipment and materials in good order to comply with Occupational Health and Safety Standards and manufacturer's specifications for the duration of the contract.

29.10.8 Supply, install and maintain all equipment required to carry out the services that are not provided as a fixture in the building at the commencement of the contract.

Bidder's Signature/ initial: _____

29.10.9 Ensure that all equipment that they install is removed at the end of the contract period. All surfaces affected by such removal shall be restored to its previous condition. The service provider will be responsible for any damage to property as a result thereof. Reasonable and proper care must be exercised to avoid liability.

29. **GENERAL**

29.1 The NPA shall provide adequate facilities for staff and storage of the equipment of the service provider.

30. **THE BID PROPOSAL SHOULD INCLUDE THE FOLLOWING IN DETAIL:**

30.1 **Bidder's profile** – short summary and description of the key features of the bidder. The legal name of the entity, the principal business, with a description of the corporate organization of the proposing entity, including all members of the sub-contract, if any.

30.2 **Track Record and Experience in Facilities Management -** The bidder must provide information that demonstrates specific and/or adequate proof of related experience and track record in facilities management. Such claims must be supported with sufficient references to permit the NPA to verify the claimed capabilities. To support all claims of experience presented and to assist the NPA in reviewing and evaluating proposals, bidders are requested to provide the following:

30.2.1 Submit One (1) or more signed relevant reference letter(s) addressing the following deliverables: Cleaning and hygiene service, by providing documentary proof in the form of reference letter/s (on a letterhead of the referee, with contact details and signed) confirming the exact start and end dates of the contract (s) where such services were/are rendered (please note that the focus of these letter/s must address the relevant work experience of the bidder and not the proposed approach to the requirement). Clients' satisfaction may be verified by the NPA.

30.2.2 If an NPA reference letter is submitted the bidder must also supply an additional signed relevant reference letter(s) from another client/s addressing the following two deliverables: cleaning and hygiene services. These must be submitted in order to be allocated points. **Note** if multiple reference letters from NPA are submitted, only one (1) NPA reference letter with highest number of years of experience will be considered.

30.2.3 **NB: <u>Failure to provide proof of experience in the form of signed reference letter/s which explicitly reflect cleaning and hygiene services will automatically score zero (0). Bidder must clearly state deliverables delivered under section 12 of the bid document on page 56 of 56.</u>**

30.3 **Proposed methodology, proposal and operational/works** schedule for Facility Management i.e. cleaning, hygiene services, food aid services, maintenance and repairs, porter services, waste removal and pest control services and supply of diesel for the generator. The bidder must provide its proposed approach indicating how the services will be executed successfully. Provide a comprehensive proposal to demonstrate their capability to render such services. This will typically include equipment to be used and human resources to be employed/assigned. The Curriculum Vitae (CV) of supervisor and/or manager with relevant experience in facilities management must be included.

30.4 **Management fee percentage** – is the fee which the successful bidder will charge for any ad-hoc /additional work. The bidder must indicate the percentage (%) on the proposal.

30.5 **Locality-** Documentary proof from a third party i.e**.** municipal account, telephone account, letter from tribal council or a signed lease agreement, etc., must be submitted to corroborate the physical address of the business as indicated on **SBD 1** of the bid document. The documentary proof submitted must relate to the address provided in **SBD 1**. If the company is operating from residential premises, a valid

Bidder's Signature/ initial: _____

lease agreement between the owner of the house and the business is required. Proof of Residence from a tribal council or traditional authority is a recognized and official document to verify an address, especially for rural settlements, traditional communities, or informal areas in South Africa.

30.5.1 **NB:** Lease agreement must be signed six (6) months prior to the advertisement date of the bid. If the Lease Agreement is less than six (6) months, then the previous lease agreement must also be submitted.

30.5.2 **NB:** No points will be allocated where no proof of physical address is submitted and where the proof of physical address submitted does not corroborate with the business address provided on SBD1.

31. **LEGISLATIVE COMPLIANCE:**

The successful bidder is required to comply with the following legislation, not limited to:

- Occupational Health & Safety Act No.181 of 1993
- Machinery and occupational safety act 6 of 1983
- Hazardous Substance Act no.53 of 1992
- National Water Act 36 of 1998
- National Building Regulation and Building Standards Act 103 of 1977
- Labour Act 66 of 1995 as amended in 2002
- Basic conditions of employment. Act 75 of 1997
- Employment equity Act 55 of 1999

Bidder's Signature/ initial: _____

SECTION 4

BID SUBMISSION REQUIREMENTS

1. WHO MAY SUBMIT A RESPONSE TO THIS BID?

1.1 The NPA invites bids from bidders who comply with the requirements for this bid. In view of the scope of work required in this bid, the NPA has decided that the bidder must:

- Be able to deliver the scope and breadth of services as required.
- Comply with all other requirements as stipulated in the bid document.

2. FRAUD AND CORRUPTION

2.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

3. CLARIFICATION / QUERIES

3.1 Telephonic requests for clarification will not be considered. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference/specifications, or any other aspect concerning the bid or bid document, is to be requested in writing (letter or e-mail) from the following contact person, stating the bid reference number:

Bid Enquiries : Nebreshka Paulsen
E-mail : tenders@npa.gov.za

3.2 Queries received will be responded to within two (2) working days of receiving the query.

3.3 The NPA will not respond to any enquiries received less than seventy-two (72) hours before the closing date and time of the bid.

4. NON-COMPULSORY SITE INSPECTION

4.1 A non-compulsory site inspection will be held at the following address:

VENUE AND ADDRESS	DATE	TIME
Old SARS Building Corner Terminus and Station Street KuGompo City (East London) 5200	**11 August 2026**	**10:00 am**

4.2 Attendance of this site inspection is non-compulsory.

4.2.1 Bidders must bring their ID cards to the **Old SARS Building, Corner Terminus and Station Street, KuGompo City (East London),** by 10:00am.

4.2.2 Upon arrival, they are required to contact:

- Caroline de Kock at Tel: 040 608 6810 or e-mail: cadekock@npa.gov.za or
- Sanelisiwe Lulema at Tel: 040 608 6836 or e-mail: slulema@npa.gov.za.

4.3 Bidders must complete and sign the attendance register at the non-compulsory site inspection.

Bidder's Signature/ initial: _____

4.4 Bidders will get a copy of the bid document at the reception, **VGM Building (Corner Westlake & Hartley) 123 Westlake Avenue, Weavind Park, Silverton, Pretoria**, and the soft copy will be available on the **NPA website (www.npa.gov.za**) and National Treasury E-portal.

5. SUBMITTING BIDS

5.1 One (1) original and two (2) copies of the bid proposals must be handed in / delivered to the address indicated below:

PHYSICAL ADDRESS	POSTAL ADDRESS
NATIONAL PROSECUTING AUTHORITY **VGM BUILDING WEAVIND PARK** **123 WEST LAKE AVENUE** **SILVERTON** **PRETORIA**	**NATIONAL PROSECUTING AUTHORITY** **THE BID OFFICE** **PRIVATE BAG X 752** **PRETORIA** **0001**

5.2 It is the responsibility of the bidder to ensure that bid documents reach the NPA on or before the closing date and time of the bid on the addresses as outlined in paragraph 5.1 above. The NPA will NOT take responsibility for any bid documents received late.

NB: Bidders must indicate on the cover page of each document whether it is an original or a copy.

5.3 Should there be any bona fide discrepancy between the original document and the copy the original will be regarded as the valid document. Malicious discrepancies may result in the disqualification of the bidder.

5.4 All paper copies must be neatly bound. All additions to the bid document i.e. Appendices, supporting documentation, pamphlets, photographs, technical specifications and other support documentation covering the equipment offered etc. shall be neatly bound as part of the schedule concerned.

5.5 The NPA will not accept responsibility for any documentation which gets lost.

5.6 An original version of the bid must be submitted. An authorized employee must sign the original version in ink, or representative of the bidder and each page of the proposal shall contain the initial of the same signatory/ies.

5.7 ***Bulky documents:*** Bidders are requested to make an arrangement prior to submitting the bulky documents. The NPA will not take responsibility for the bid documents left anywhere else other than the tender box as indicated in paragraph 5.1 above. Bidders are encouraged to call 012 845 6042/6077 or to email to *tenders@ npa.gov.za* to make arrangements 24 working hours prior to bid closing.

6. MARKING ON BID ENVELOPE / PACK

6.1 Bids must be submitted in a sealed envelope, or sealed pack if too big for an envelope, marked as follows:

- ❒ Attention : Tender Box: Supply Chain Management
- ❒ Bid number : NPA 09-25/26
- ❒ Closing date and time :
- ❒ The name and address of the bidder

6.2 It is the responsibility of the bidder to ensure that bid documents reach the NPA on or before the closing date of the bid at the addresses as outlined on paragraph 5.1 above. The NPA will NOT take responsibility for any bid documents received late.

6.3 Documents submitted on time by bidders shall not be returned.

Bidder's Signature/ initial: _____

7. LATE BIDS

7.1 Bids received late shall not be considered. A bid will be considered late if it arrives even one second after 11:00 am or any time thereafter. The tender (bid) box shall be locked at exactly 11:00am and bids arriving late will not be considered under any circumstances, such as traffic problems, getting lost etc.

7.2 Bidders are therefore strongly advised to ensure that bids are dispatched, allowing enough time for any unforeseen events that may delay the delivery of bid.

7.3 The official Telkom time (Dial 1026) will be used to verify the exact closing time.

8. DIRECTIONS TO THE NPA OFFICES FOR DELIVERY OF BIDS

From Pretoria City Centre

Take the Pretoria Road (extension of Church Street East) leading to Silverton. Turn left (north) into Creswell Street opposite the Botanical Gardens. Proceed until you get to the second street and turn left into Hartley Street. Continue straight ahead, this will take you to the main entrance of the VGM building.

N1 from North

Take the Stormvoël turn-off. Turn left at the traffic light. At the next robot turn right into the street leading to Koedoespoort. Proceed through Koedoespoort over the 3-way stop. At the next street, turn right into Hartley Street, which will lead you to the main entrance of the VGM Building.

N1 from South (coming from Johannesburg)

Take the Polokwane/Krugersdorp turn-off and follow the Polokwane N1 leading to the North. Proceed past Centurion and skip the following turn-offs: Botha Avenue, Alberton (old Jan Smuts), Rigel Avenue and Atterbury Road.

Take the Lynnwood Road turn-off, turn right into Lynnwood Road, over the highway, and immediately left into Meiring Naude (direction CSIR). Pass the CSIR until you get to a T-junction with Cussonia Street. Turn left, keeping to the right side of the road. Take the curve right in front of the CBC School. At the second robot turn left into Creswell Road and at the second street thereafter turn left into Hartley Street. This will take you to the main entrance of the VGM Building. **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

9. ACCESS TO INFORMATION

9.1 All bidders will be informed of the status of their bid once the bid process has been completed.

9.2 Requests for information regarding the bid process will be dealt with in line with the NPA SCM Policy and relevant legislation.

10. REASONS FOR REJECTION

10.1 NPA shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

10.2 NPA may disregard the bid of any bidder if that bidder, or any of its Directors:

10.2.1 Have abused the SCM system of NPA;
10.2.2 Have committed proven fraud or any other improper conduct in relation to such system;
10.2.3 Have failed to perform on any previous contract and the proof exists; such actions shall be communicated to the National Treasury.

10.3 Bidders that submit incomplete information and documentation not according to requirements of the terms of reference and special conditions.

Bidder's Signature/ initial: _____

10.4 Bidders that fail to submit a bid proposal in terms of section 3.

10.5 Bidders failed to submit/provide a valid and current letter of good standing from Department of Employment and Labour or letter to tender from the Compensation Fund.

10.6 Bidders who receive information not available to other vendors through fraudulent means.

11. CANCELLATION OF BID PROCESS

11.1 The bid process can be postponed or cancelled at any stage provided such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.

Bidder's Signature/ initial: _____

SECTION 5

EVALUATION AND SELECTION PROCESS

All bids received will be evaluated in accordance with the **80/20** preference point system as prescribed in the Preferential Procurement Regulation of 2022. The evaluation process comprises the following phases:

Phase 1: Screening process

During this phase bids will be reviewed to determine compliance with all standard bidding documents, and such documents must be signed by a duly authorized representative.

Phase 2. Mandatory evaluation.

The proposals submitted must be according to and in line with the detailed specifications. The bidders must provide a proposal in line with the service deliverables listed on table 1 below.

Bidders shall propose a methodology in this document and explicitly state how the deliverables listed below will be executed. They must indicate below whether they comply and substantiate their response including full details on how their proposal/solution will address specific requirements and be adequately referenced.

Failure to propose the solution for all the deliverables will result in immediate disqualification of the bid.

Table 1

Service Deliverables	**Comply (mark with X)**	**Reference to the methodology with page number**
1. Cleaning services 1.1 Food aid Services 1.2 Hygiene services **Note: service schedule attached refer page 36.**		
2. Pest control services		
3. Additional services will be rendered as and when required (ad-hoc):		
3.1 Maintenance and repairs		
3.2 Porter services		
3.3 Waste Removal		
3.4 Supply of diesel for the generator		

Phase 3: Functionality evaluation

Only bidders that qualified during the mandatory evaluation process will be evaluated on functionality. At this phase, the evaluation process will be based on the bidder's responses in respect of the bid proposal. Bidders who score a minimum qualifying score of **60 percent or more** on functionality will be evaluated on next phase i.e., Price and specific goals specified for the bid.

Bidder's Signature/ initial: _____

Proposals will be evaluated on a scale of **0-5** in accordance with the criteria below. The rating will be as follows:
0= non-submission; 1=Poor; 2=Average; 3=Good; 4=Very Good and 5= Excellent.

FUNCTIONALITY CRITERIA – PHASE 2	**Weight**
1 Proposed Methodology	**50**
The bidder must provide an implementation strategy indicating the methodology on how the services will be executed successfully. The proposed strategy must include an inventory list of all equipment and human resources (CV'S of the supervisor and/or manager with relevant experience in facilities management must be included) to be used during the execution of the contract. Provide a comprehensive proposal to demonstrate their capability to render such services. (See attached – service schedule) **The services are as follows:** • Cleaning, Hygiene services including food aid services • Pest control services • Maintenance and repair • Porter service • Waste removal **See attached service schedule- Service schedule refer page 36**.	30 5 5 5 5
2 Track Record and Experience in Facilities Management	**30**
The bidder must submit one (1) or more signed relevant reference letter(s) demonstrating experience in rendering cleaning and hygiene services. **Note**. signed reference letters should be on the referee's letterhead, with contact details and confirming the exact start and end dates of the contracts where such services were/ are rendered. • Less than one (1) year experience = 1 point • One (1) year to two (2) year's experience = 2 points • More than two (2) years to four (4) year's experience = 3 points • More than four (4) years to six (6) year's experience = 4 Points • More than six (6) year's experience = 5 Points **NB: Failure to provide proof of experience in the form of signed reference letter/s which explicitly reflect cleaning and hygiene services will automatically score zero (0).** Points will be allocated based on the accumulated number of years of experience for bidders with experience in all services required. Where services are addressed across multiple reference letters, they will be evaluated collectively as a cohesive set. Refer to Section 3, paragraph: 30.2, page 23 of 56.	30
3 Locality	**20**
Bidders must provide documentary proof from the third (3rd) party to indicate that the company has an operating office/business premises (Municipal account, letter from tribal council/authority, telephone account not older than three (3) months, signed lease agreement., etc.) **as per paragraph 30.5 of the special conditions of Bid.** • Office /business within Buffalo City Metropolitan Municipality = 5 points • Office/business within Eastern Cape Province = 3 points • Office/ business elsewhere = 1 point • Non-submission and non-corroboration = 0 points **NB:** If the company is operating from residential premises, a valid lease agreement between the owner of the house and the business is required. Lease agreement must be signed six (6) months prior to the advertisement date of the bid. If the lease Agreement is less than six (6) months, then the previous lease agreement must also be submitted.	20
Functional Total	**100**
Threshold	**60%**

Bidder's Signature/ initial: _____

The percentage for functionality will be calculated as follows

$$Ps = \frac{so}{ms} \times 100$$

Where:
Ps = percentage scored for functionality by bid under consideration
So = total score of bids under consideration
Ms= maximum possible score, i.e. 5x (a) 100 = 500
Ap = percentage allocated for functionality (in this bid = 100)

i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
ii. The scores for each criterion will be added to obtain the total score.
iii. This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 60 percent on functionality will be evaluated and scored in terms of Price and specific goals specified for the bid.
iv. Bidders not meeting a minimum qualifying score of 60 percent on functionality will be disqualified.

Phase 4: Price and specific goals specified for the bid.

Preference points claimed by bidders will be calculated and added to the points scored for price.

Bidder's Signature/ initial: _____

SECTION 6

TERMS OF REFERENCE: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FACILITIES MANAGEMENT SERVICES FOR THE DDPP OFFICE IN KUGOMPO CITY (EAST LONDON) FOR A PERIOD OF THREE (3) YEARS.

1. PURPOSE

1.1 The purpose of the bid is to appoint a service provider to provide Facilities Management Services for the DDPP office in East London/KuGompo City, situated **Old SARS Building, Corner Terminus and Station Street, KuGompo City (East London), 5200**

2. SCOPE OF WOR

2.1 The service provider will be required to provide comprehensive facilities management services. This is an all-inclusive comprehensive facility management service that includes the provision of cleaning, hygiene service, food aid services, pest control services, ad-hoc services i.e. waste removal, porter services and maintenance and repairs, supply of diesel for the generator and inclusive of the provision of consumables and maintenance of equipment for intended use.

3. DURATION OF THE CONTRACT

3.1 The contract is for a period of three (3) years.

4. DELIVERABLES (See the service schedule attached)

4.1 Bidders are expected to submit proposals that cover, but not limited to the following:

4.1.1 Cleaning, hygiene services and food aid services **(See attached service schedule).**

4.1.2 Pest control services

4.1.3 **Additional services will be rendered as and when required services (Ad-hoc).**

4.1.3.1 Maintenance and repairs

4.1.3.2 Waste Removal

- Safe and legal disposal of waste from the premises.
- Meticulous housekeeping of waste area no unsightly accumulation of waste on site (including disposal of redundant globes).
- In case of municipality strike action, the service provider must ensure that the service is not disrupted.

4.1.3.3 Porter services

4.1.3.4 Supply of diesel for the generator

5. HYGIENE EQUIPMENT AND CONSUMABLES

5.1 **The service provider must supply, install and maintain all hygiene equipment:**

5.1.1 Toilet paper holders in each toilet

5.1.2 Sanitary toilet dispenser

5.1.3 Soap dispensers

5.1.4 Air Freshener dispensers

5.1.5 Hand/ paper towel dispensers

5.1.6 Seat wipes dispensers – biodegradable

Bidder's Signature/ initial: _____

5.2 **The service provider must supply the following consumables:**

5.2.1 Provide quality toilet paper (SABS approved), hand soap, paper towels/air dryer, sanitary disposals, toilet seat wipes (bio-degradable) and air fresheners as per schedule or as and when required and ensure stock availability at all times. The cost of consumables shall be for the account of the service provider.

NB. ***The service provider must ensure that the above equipment is removed at the end of the contract period. All areas affected by such removal of any attachment/annexures to the property shall be restored to the previous condition. The service provider will be responsible for any damage to property as a result thereof. Reasonable and proper care shall therefore be exercised to avoid liability.***

6. PEST CONTROL

6.1 Provide fumigation, preventative and reactive pest control as regulated by the applicable prescripts.
6.2 Inspect and monitoring of pest infestation.
6.3 Use only material/products authorized by the Department of Agriculture.
6.4 A pest control schedule for each quarter must be provided within the first month of the agreement.

7. FOOD AID SERVICES

7.1 Facilitate, serve, and clear food.
7.2 Set and clear all catering utensils for meetings.
7.3 Facilitate, prepare, and clear all boardrooms, meeting rooms before and after meetings.
7.4 Provide and refill drinking water to management offices, water dispenses and meeting rooms.
7.5 Wash and clean all catering equipment (glasses, plates etc.)

9. ADDITIONAL SERVICES RENDERED ON AS AND WHEN REQUIRED BASIS.
Note: Request for these ad-hoc services will be done in consultation with the NPA.

9.1 **PORTER SERVICES**

9.1.1 Assist with the movement of goods and equipment as required, using specialised tools if needed. This includes, but is not limited to offloading, storing, and/or distribution of deliveries, furniture and other assets. Note: Request for these ad-hoc services will be done in consultation with the supervisor.

9.2 **MAINTENANCE AND REPAIRS SERVICES**

9.2.1 Provide maintenance and repairs service to any aspect of the building, not covered by the lease agreement, that has suffered minor damage in line with the DPWI guidelines, such as broken tiles, replacement of windows, mirrors, etc.
9.2.2 Perform only minor maintenance work where specialized registered and qualified artisans / technicians are not required.
9.2.3 The Service Provider is not to undertake any maintenance work of a highly technical/specialized nature that would require registered/qualified individual/service providers / contractors. In such instances the NPA must be consulted.
9.2.4 Facilitate and ensure that custodians of warrantees and guarantees that are active at the date of commencement of the contract in respect of any equipment and services are brought on site to address any defects, maintenance or repairs while such warrantees are active.
9.2.5 Repairs of broken furniture and replacement of broken locks in consultation with the NPA.
9.2.6 When a quotation is sourced by a third (3rd) party, the amount must be billed as a pass-through cost.

Bidder's Signature/ initial: _____

9.2.7 All additional work shall be invoiced separately after following appropriate SCM processes (RFQ). The NPA reserves the right to decline any quotation presented and may source alternative quotations. The service provider must provide a fixed management fee percentage that will be charged for any maintenance and repairs work.

9.2.8 The service provider should not carry out electrical, mechanical and/or plumbing repairs of any nature, unless instructed to do so.

9.3 WASTE REMOVAL

9.3.1 Remove waste from the premises in case of municipality strike action, the service provider must ensure that the service is not disrupted.

9.3.2 Intercept waste exiting all floors to a central control waste area. (Refer to service schedule)

9.3.3 Safe and legal disposal of waste

9.4 SUPPLY OF DIESEL FOR THE GENERATOR

9.4.1 Ensure that the office generator is supplied with sufficient diesel to guarantee its operational readiness and functionality during power outages.

10. EQUIPMENT, MATERIAL AND CONSUMABLES

10.1 All necessary equipment and materials for the successful execution of the above cleaning to be provided for by the service provider.

10.2 The service provider must supply and maintain all equipment required to carry out the services that are not provided as a fixture in the building at the commencement of the contract.

10.3 Provide quality toilet paper (2 ply) and hand towels (SABS approved) consumables and equipment as per the schedule and/or as and when required and ensure stock availability. The cost of consumables shall be for the account of the service provider.

10.4 All equipment is to be always kept in a fully functional and in a safe condition and must comply with all applicable regulations.

10.5 Provide adequate electrical extension cords to cover the floor length.

11. UNIFORM/ CLOTHING

11.1 The service provider shall always ensure that all their staff is neatly clothed in uniforms with identification of the service provider and of the employee.

11.2 The necessary personal protective clothing and equipment such as headgear, shoes, gloves etc. must be provided by the service provider at own cost.

11.3 The NPA reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.

12. OCCUPATIONAL HEALTH AND SAFETY

12.1 The successful bidder will be required to comply with the requirements of the Occupational Health and safety Act, Act 85 of 1993 and regulations as amended and includes but is not limited to:

12.2 Following safety procedure with regard to equipment, stepladders, and machinery

12.3 Procedure with regard to reporting injury on duty.

12.4 Procedure with regard to identifying safety risk and resolving safety risk in workplace as required by law.

12.5 Measures set in place to ensure safety in workplace and meet all Occupational Health and Safety requirements as required by law.

12.6 The service provider is responsible to ensure that the services rendered meet all Occupational Health and Safety requirements, and that at all times there will be no risk for any persons, staff members, members of public with regard to Occupational Health and Safety.

Bidder's Signature/ initial: _____

13. COMPLIANCE WITH LABOUR RELATIONS

13.1 The service provider must strictly adhere to all acts and regulations relating to human resources.
13.2 NPA shall not tolerate any unfair labour practices by the service provider that happen on its premises and/or outside and /or close to its premises.
13.3 Labour disputes are the sole responsibility of the service provider.

14. DAMAGE COMPENSATION

14.1 The service provider will be held responsible for any damage or theft by his/her employees or due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by NPA against the service provider.

15. DAMAGES TO PROPERTY OCCUPIED BY THE NPA

15.1 In the case of damages to carpets, furniture, equipment, cars, etc. resulting from the rendering of the service, the service provider undertakes to rectify/repair the damage immediately after notification by the Facilities Manager / Contract Management Unit. If the service provider fails to act after notification, NPA will rectify the damages and costs will be recovered from the service provider.

16. STORAGE OF EQUIPMENT

16.1 NPA shall provide storage for the service provider's equipment, consumables, and effects; however, the storage shall be at the service provider's risk.
16.2 Loss in respect of equipment and consumables shall not constitute an acceptable reason for the service provider not to comply with the conditions and obligations of its contract with the NPA.

17. ACCESS TO THE BUILDING

17.1 The service provider shall have access to the building in terms of its contract during normal office hours and comply with NPA access procedures.
17.2 Night/Weekend service is discouraged except for the purpose of fumigation and deep cleaning of carpets, or any other agreed upon service required, this shall be pre-arranged.
17.3 Fumigation will always be done from 15H00 during working hours.
17.4 Deep carpet cleaning will always be done after normal working hours preferably on Friday afternoon.

18. ROUTINE ACTIVITIES IN THE OFFICES

18.1 The provision of all/any service execution should under no circumstances disrupt the routine activities of NPA.

19. SYSTEM FOR SERVICE DELIVERY

19.1 The following reports must be put in place by the Service Provider:

19.1.1 Daily/Weekly/Monthly/Quarterly schedule of duties of staff for all services to be rendered.
19.1.2 Schedule for notification of building occupants for routine cleaning and fumigation, adhering to a 14-day notice period.
19.1.3 Daily monitoring of consumable supply levels.
19.1.4 Reporting service i.e. detailed monthly report of all services rendered.

Bidder's Signature/ initial: _____

SERVICE SCHEDULE: The DDPP office in KuGompo City (East London).

Physical address: - Old SARS Building, Corner Terminus and Station Street, KuGompo City (East London), 5200
Total Area **-1492 m².**

SERVICE SCHEDULE - OLD SARS BUILDING

1. CLEANING AND HYGIENE SERVICES

STAIRCASE (2nd to 3rd Floor and to water tanks on the 3rd Floor

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	QUARTELY	Exceptions to monthly, weekly &/ daily cleaning
Sweep tiled floor	X				
Wash tiled floor	X				
Scrub tile floor		X			
Wipe down walls			X		
Dust light fittings		X			
Wipe light switches		X			
Dust picture/mirror frames	X				
Dust & wipe wooden handrails		X			
Polish wooden handrails		X			
Vacuum carpets, if relevant	X				
Remove waste/ garbage from the areas/ floor.	X				Twice a day
Deep clean carpets				X	

LIFTS & LOBBIES (2nd and 3rd floor)

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	QUARTELY	Exceptions to monthly, weekly &/ daily cleaning
Clean buttons inside/outside of lifts	X				
Clean mirrors inside lifts	X				
Clean directory boards	X				
Sweep tiled floor	X				
Wash tiled floor	X				

Bidder's Signature/ initial: _____

Scrub tilled floor		X			
Dust light fittings	X				
Wipe light fittings		X			
Remove waste/ garbage from the areas/ floor	X				
OFFICES 2ND & 3RD FLOOR					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Vacuum carpets and material covered furniture		X			
Deep clean carpets				X	
Dust & polish desks	X				
Clean and disinfect telephone instruments	X				
Wipe down computers	X				
Wipe down office automation	X				
Dust all high ledges and fittings	X				
Dust & vacuum offices	X				
Dust all vertical surfaces (walls, cabinets etc. to a height of 2 meters)	X				
Dust all windows and ledges / sills (low and high)	X				
Remove waste/ garbage from the offices to a central control waste area. Remove shredded papers from the room.	X				Twice a day
Wash and disinfect waste bins	X				
Dust curtains, blinds	X				
Vacuum Curtains/blinds	X				
Dust and vacuum chairs	X				
Wipe clean/polish door handles	X				
Dust & clean picture frames	X				
Dust light fittings	X				
Wipe light switches		X			

Bidder's Signature/ initial: _____

REST ROOMS PER FLOOR 2ND & 3RD FLOOR					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Deep cleaning of Toilets	X				
Clean & disinfect toilet bowls (inner & outer)	X				
Clean & disinfect toilet urinals (inner & outer)	X				
Wipe down toilet roll holder cabinets	X				
Wipe & clean mirrors	X				
Wipe down & clean walls, doors and / partitions	X				
Dust lights		X			
Sweep tiled floor	X				
Wash tiled floor	X				
Scrub tiled floor with disinfectant	X				
Wash/Clean & disinfect wash hand basins and taps	X				
Ensure hand drying paper dispensers are full	X				
Ensure toilet roll dispensers are full	X				
Ensure hand soap dispensers are full	X				
Wipe light switches	X				
Wipe and clean hand drying header stations	X				
Empty & clean waste bins	X				Twice a day
Ensure that ladies sanitary bins are emptied, cleaned and disinfected		X			
Empty and clean all waste receptacles	X				
Clean all metal fittings	X				
Treat against staining, fungal and bacterial growth		X			As and when necessary
Replenish toilet paper, paper hand towels and / liquid hand soap to dispensers	X				As and when necessary
Dust picture frames	X				

Bidder's Signature/ initial: _____

FIRE ESCAPES					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Sweep Fire escape stairs		X			
Wash fire escape stairs		X			
Ensure no rubbish accrues in the fire escape stairways	X				
REFUSE AREA (Ground Floor)					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Sweep & wash refuse area	X				
Disinfect refuse area	X				
Remove waste, wash & disinfect refuse bins	X				
KITCHEN (2nd & 3rd Floor)					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Sweep & wash floor	X				
Clean & wipe down walls, doors and cupboard doors	X				
Clean and disinfect counter tops	X				
Remove waste/garbage from bins	X				Twice a day
Wash & clean kitchen sink	X				
Washing of office cutlery and crockery	X				
Disinfect kitchen sink	X				
WINDOWS					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Clean windows on the inside in high rise buildings			X		Windows are cleaned inside because we occupy the 2nd & 3rd Floor

Bidder's Signature/ initial: _____

POT PLANTS					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Maintenance of pot plants		X			
BOARDROOM PER FLOOR 2nd & 3rd floor					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Deep clean carpets				X	
Dust & polish boardroom table	X				
Clean and disinfect telephone instruments	X				
Wipe down computer equipment	X				
Vacuum carpets and material covered furniture		X			
Dust all high ledges and fittings	X				
Dust all windows and ledges / sills (low and high)	X				
Empty waste bins	X				Twice a day
Wash and disinfect waste bins	X				
Dust curtains, blinds	X				
Vacuum Curtains/blinds	X				
Clean artificial plants and plant containers		X			
Dust and vacuum chairs	X				
Wipe clean/polish door handles	X				
Dust & clean picture frames	X				
Dust light fittings	X				
Wipe light switches		X			
STRONGROOM					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Scrub floor and wall with disinfectant			X		

Bidder's Signature/ initial: _____

TANKROOM					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Scrub floor and wall with disinfectant			X		
2. FOOD AID SERVICES					
AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**QUARTELY**	**Exceptions to monthly, weekly &/ daily cleaning**
Facilitate, serve and clear food					As required, with 24-hour notification
Set and clear all catering utensils for meetings					As required, with 24 hours notification
Facilitate, prepare and clear all board rooms, meeting rooms before and after meetings					As required, with 24 hours notification
Provide drinking water to all kitchens and meeting rooms	X				Twice daily
Clean eating and drinking utensils in all offices	X				Twice daily

3. PEST CONTROL

AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**Exceptions to monthly, weekly &/ daily cleaning**
Preventative Pest Control – fumigation				Quarterly
Reactive Pest Control until infestation is eradicated				As and when required
Inspection and monitoring of pest infestation			X	
Provide service reports			X	

ADDITIONAL SERVICES RENDERED ON AS AND WHEN REQUIRED BASIS

4. MAINTENANCE AND REPAIR SERVICES

AREA / FACILITY	**DAILY**	**WEEKLY**	**MONTHLY**	**Exceptions to monthly, weekly &/ daily cleaning**
This service includes but is not limited to minor general repair and maintenance e.g. furniture repairs. When a quotation is sourced by a third (3rd) party, the amount must be billed as a passthrough cost.	X			08H00 – 16h30 on Weekdays, as and when necessary

Bidder's Signature/ initial: _____

5. PORTER SERVICE

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly &/ daily cleaning
Assist with the movement of goods and equipment as required, using specialised tools if needed. This includes, but is not limited to offloading, storing, and/or distribution of deliveries, furniture and other assets. **Note: Request for these ad-hoc services will be done in consultation with the NPA.**	X			As and when required

6. WASTE REMOVAL

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly &/ daily cleaning
Safe and legal disposal of waste from the office. Intercept waste exiting all floors to a central control waste area. (Refer to service schedule) Remove waste/garbage from the premises in case of municipality strike action, the service provider must ensure that the service is not disrupted. **Note: Request for these ad-hoc services will be done in consultation with the NPA.**				As and when required

7. SUPPLY OF DIESEL FOR THE GENERATORS

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly &/ daily cleaning
Ensure that the office generator is supplied with sufficient diesel to guarantee its operational readiness and functionality during power outages**.** **When a quotation is sourced by a third (3rd) party, the amount must be billed as a passthrough cost.**	X			**08H00 – 16h30 on Weekdays, as and when necessary**

Bidder's Signature/ initial: _____

8. MANAGEMENT REPORTS

NO:	TYPE	REGULARITY
1	Pest Control survey record and inspection findings	After every six weeks
2	Pest Control survey activities/ treatments	After every six weeks
3	Cleaning delivery challenges and recommendations	monthly
4	Waste Management delivery challenges	Every second week
5	Incident reports, turnaround and resolution status	Every second week
6	Additional work/services rendered- all work, which attract management fee, must be reported.	Monthly

ADDITIONAL OFFICE BUILDING INFORMATION

Second floor		
Toilets	Females: Toilets	1
	Cubicles	3
	Basins	2
	Males: Toilets	1
	Cubicles	2
	Urinals	2
	Basins	2
	Disabled Toilet	1
	Basin	1
Kitchen		1
Boardroom		1
Filing room		1
Strongroom		1
Server Room		1
Offices		22
Passages		1
Staircases		4
Waiting Area		1
Store Room		1
Third floor		
Toilets	Females: Toilets	1
	Basins	2
	Cubicles	3
	Male: Cubicles	2
	Basins	2
	Urinals	2
	Disabled Toilet	1
	Basins	1
Kitchen		1
Boardroom		1
Server Room		1
Tank Room		1
Offices		12
DPP Boardroom		1
Passages		1
Staircases		4
Store Room		1

Bidder's Signature/ initial: _____

SECTION 7

MANAGEMENT FEE PERCENTAGE (%) (MAINTENANCE AND REPAIRS AND FOR AD-HOC/ ADDITIONAL WORK)

The bidders are requested to complete where applicable.

No.	Percentage	Applicable
1.	Zero (0) % to ten (10)%	**_____%**

NB:

1. The management fee percentage must remain fixed for the period of the contract.
2. Failure to indicate the management percentage (%) fee, the bidder will not be allowed to charge a management percentage (%) fee on appointment and/ or when providing additional/ad hoc services.

Bidder's Signature/ initial: _____

SECTION 8

SBD 6.1

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

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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

(a) 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
Total points for Price and SPECIFIC GOALS	**100**

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.

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

Bidder's Signature/ initial: _____

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:

80/20 **or** **90/10**

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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

Bidder's Signature/ initial: _____

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black persons		10		
Enterprises with ownership of 51% or more by person/s who are women		05		
Enterprises with ownership of 51% or more by person/s who are youth		03		
Enterprises with ownership of 51% or more by person/s with disability		02		

Bidder's Signature/ initial: _____

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.

Bidder's Signature/ initial: _____

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……..

ADDRESS: ……..

……..

……..

Bidder's Signature/ initial: _____

SECTION 9

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

……
……

2.4 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**

Bidder's Signature/ initial: _____

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

Bidder's Signature/ initial: _____

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……..

Designation Name of bidder

Bidder's Signature/ initial: _____

SECTION 10

Confirmation

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE SERVICES OFFERED BY YOU YES / NO

Declaration

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are fixed and valid for the stipulated period. I/We confirm the availability of the proposed team members/ and or services. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of bidder: .....

Date: .....

Are you duly authorized to commit the bidder: YES / NO

Capacity under which this bid is signed .....

Domicilium

NPA chooses the following as its domicilium citandi et executandi for all purposes of and in connection with the final contract:
NATIONAL PROSECUTING AUTHORITY, VGM BUILDING, WEAVIND PARK, 123 WEST LAKE AVENUE, SILVERTON, PRETORIA

The bidder must indicate its domicilium citandi et executandi for all purposes of and in connection with the final contract.

Any discrepancies between the information supplied here and the other parts of the bid may result in your bid being disqualified.

Bidder's Signature/ initial: _____

SECTION 11

1. PRICING SCHEDULE FOR FACILITIES MANAGEMENT SERVICES FOR THE DDPP OFFICE IN KUGOMPO CITY (EAST LONDON) - (FIXED PRICES)

Name of bidder: **Bid Number: NPA 09-25/26.**

Closing time 11:00 am **Closing Date: 25 August 2026**

The bidder is required to indicate a total bid price based on the **total cost** for completion of the contract, including **all expenses** and all applicable taxes.

DESCRIPTION OF SERVICE	YEAR 1 PRICE PER MONTH (VAT INCL)	YEAR 1 ANNUAL PRICE (VAT INCL)	YEAR 2 PRICE PER MONTH (VAT INCL)	YEAR 2 ANNUAL PRICE (VAT INCL)	YEAR 3 PRICE PER MONTH (VAT INCL)	YEAR 3 ANNUAL PRICE (VAT INCL)	TOTAL BID PRICE FOR THREE (3) YEARS (VAT INCL)
1. Cleaning services including Hygiene services and Food aid services Building size = **m² -1492**							
2. Pest control services							
TOTAL PRICE	R	R	R	R	R	R	R
TOTAL BID PRICE FOR PERIOD OF THREE (3) YEARS							R

2. PRICING FOR ADDITIONAL / AD HOC SERVICE

The bidder is required to indicate pricing for the following services, including all expenses and all applicable taxes.

DESCRIPTION OF SERVICE	UNIT PRICE	PRICE (INCLUDING VAT)
Porter service	Per person, per service, per day or per hour	R
Waste removal	Per service	R

Bidder's Signature/ initial: _____

CONDITIONS APPLICABLE TO THE BIDDER'S PRICING

1. The total bid amount for a period of three (3) years indicated on the pricing schedule will be utilized in calculating the points for price.
2. Rates must be quoted in South African Rands and must be inclusive of all applicable taxes.
3. Prices are to remain fixed and valid for the period of three (3) years. Non-fixed prices will not be considered.

NB. <u>Bidders are required to complete the above table (pricing schedule) in full not part thereof. Failure to complete it in full will result in disqualification.</u>

Declaration:

I/We have examined the information and conditions provided in the pricing schedule. I/We confirm that the prices quoted in this bid are fixed and valid for the stipulated period.

Signature of bidder: …… **Date: ……**

Bidder's Signature/ initial: _____

SECTION 12

Bidder's Experience

NAME OF BIDDER: …… **BID NO.: NPA 09-25/26**

[*Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in section 3, paragraph 30.2 of this bid document. If the bidder requires more space than the provided below the bidder must prepare a document in same format setting out all the information referred to and return it with the proposal.]*

The bidder must provide the following information: (a) Details of the bidder's current and past projects of similar type, size and complexity to the required services set out for this bid.

Clients' Name, contact person and contact details	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities
e.g. ABC Trading	e.g. Facilities management services	e.g. R300 00.00	e.g.1 March 2020 – 31 March 2021	e.g. Cleaning, hygiene, pest control

Bidder's Signature/ initial:_____