


Department:	Supply Chain Management	Document no:		 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

AIDC STANDARD BID DOCUMENT

BID NUMBER: AIDC_T01_2024/25
BID TITLE: INVITATION FOR AN OPEN TENDER TO PROVIDE COMPREHENSIVE CLEANING AND HYGIENE SERVICES FOR 4 SITES OF THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC FOR 36 MONTHS. THESE ARE:

- AUTOMOTIVE SUPPLIER PARK (ASP).
- GAUTENG AUTOMOTIVE LEARNING CENTRE (GALC).
- AIDC INCUBATION CENTRE AT FORD (FIC).
- AIDC INCUBATION CENTRE AT NISSAN (NIC).

DATE ISSUED: 14 June 2024
CLOSING DATE: 08 July 2024
CLOSING TIME: 11:00
VALIDITY PERIOD: 120 days

Compulsory briefing session

yes



no



Date: 26 June 2024

Time: 10:00

Venue: Automotive Supplier Park,
30 Helium Road, Rosslyn, 0200

Site visit (Reference site)
(See Part C - Evaluation Criteria)

yes,




no



Bidder's details	
Company name:	
Company registration no:	
CSD registration no:	
Contact person:	
Tel number:	
Cell number:	
Email address:	

OVERALL PROJECT GRAND TOTAL (All cost Inclusive) transferred from SBD 3	R _____
VALUE ADDED TAX (VAT)	R _____
TOTAL BID PRICE (as indicated on SBD 3.)	R _____

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NB : ALL DOCUMENTS MUST BE VALID AND ACTIVE FOR THE DURATION OF THE CONTRACT.

BIDDERS TO ENSURE THAT THEY COMPLY WITH THE BELOW REQUIREMENTS:

- 1. Bid Documents must be completed with ink pen or typed. No correction pen is allowed.**
- 2. No “type correction fluids” or any other forms of blanking out any of the printed information on this tender document are allowed. All changes must be indicated, and any deletions must be scratched out and signed next to each change.**
- 3. All certified documents must be within the current six (6) months.**
- 4. Bid documents must be secured together preferably bound or contained in a lever arch file as
Supplier Park Development Company SOC LTD t/a Automotive Industry Development Centre will not take any responsibility for any loss of documents as a result of not being properly secured upon submission.**


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DOCUMENTS REQUIRED

Documents required for this BID	Comments	Submitted (Yes /No)
Mandatory Documents		
Compulsory Briefing session	The bidder/s who fail to attend compulsory briefing session will be disqualified; the attendance register will be used as proof of attendance	
SBD 1 (Invitation to Bid)	Must be fully completed. Incomplete form will lead to disqualification.	
SBD 3 (Pricing Schedule)	Must be fully completed, in ZAR currency only. Pricing Schedule total cost to be transferred to page 1	
SBD 4 (Bidders Disclosure)	Must be fully completed and signed. Incomplete declaration will lead to disqualification.	
Valid letter of good standing COIDA from Department of Employment and labour. Nature of Business: Cleaning Service	Disqualify if not submitted	
Valid company registration document with National Contractors Cleaners Association or any other recognized South African Cleaning Association.	Disqualify if not submitted	
Proof of Valid or Letter of intent for Public Liability insurance to the value of R5 000 000 million	Disqualify if not submitted	
Other Returnable Documents		
SBD 6.1 (Preferential Points Claim Form)	The preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this tender. The total points obtained will be used to evaluate 80/20, where 80 points are assigned to price and the remaining 20 points are assigned to a specific goal. Bidder must attach supporting documents listed below and complete SBD 6.1 in full on page 4 of 5. (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal	

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SBD 6.2 (Local Production & Content) and Annexure C. Local Production and Content will apply on below items and percentages. The stipulated minimum threshold(s) for local production and (refer to Annex A of SANS 1286:2017 or http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement)	To be fully completed to claim points. Bidders who fail to complete the SBD 6.2 and Annexure C correctly, will forfeit the points allocated for Local Production and Content.	
Central Supplier Database (CSD) Summary Report	Info provided will be validated during the evaluation stage & failure to meet CSD requirements Tax Status will lead to disqualification	
Original or Certified Copy of Board Resolution or Company Power of Attorney, authorising the person signing this bid response.	Must be duly completed and signed	
Valid Hazardous waste disposal certificate	To be provided 7 days after PO has been issued, failure to provide the valid certificate a 2% penalty of monthly invoice will be implemented	
POPIA Compliance - Personal Information Processing Form	Must be duly completed and signed	
Value Added Tax (VAT) - Notice of Registration issued by SARS. VAT compliance requirements can be obtained from the following SARS link:	Value Added Tax (VAT) - Notice of Registration issued by SARS. VAT compliance requirements can be obtained from the following SARS link:	

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PART A

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SBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	AIDC_T01_2024/25	CLOSING DATE:	08 July 2024	CLOSING TIME:	11:00
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DESCRIPTION	INVITATION FOR AN OPEN TENDER TO PROVIDE COMPREHENSIVE CLEANING AND HYGIENE SERVICES FOR 4 SITES OF THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC FOR 36 MONTHS. THESE ARE: <ul style="list-style-type: none"> • AUTOMOTIVE SUPPLIER PARK (ASP); • GAUTENG AUTOMOTIVE LEARNING CENTRE (GALC); • AIDC INCUBATION CENTRE AT FORD (FIC); • AIDC INCUBATION CENTRE AT NISSAN (NIC).
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

AUTOMOTIVE SUPPLIER PARK, 30 HELIUM ROAD, ROSSLYN 0200

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	SCM Department	CONTACT PERSON	
TELEPHONE NUMBER	012 564 5001	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	aidctenders@aidc.co.za	E-MAIL ADDRESS	

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

<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

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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.

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TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION: <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>


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:

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A3. TERMS AND CONDITIONS FOR BIDDING

3. Bid Submission:

- 1.5. The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked "COMPANY CONFIDENTIAL".
- 1.6. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.7. **All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.**
- 1.8. All the documentation submitted in response to this invitation to bid must be in English.
- 1.9. The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are missing or duplicated.
- 1.10. **Please make proper division and reference/index your bid document and bid supporting documents attached.**
- 1.7 **Tender responses should be submitted as follows:**
1 HARD COPY (1 x ORIGINAL + 1 x USB MEMORY STICK) in a sealed envelope/package endorsed, "**AIDC_T01_2024/25**", with the service provider's details on the back of the envelope or on the front. The sealed envelope/package must be placed in the bid box at the Main Entrance Gate, Automotive Supplier Park, 30 Helium Road, Rosslyn X2, **by the closing date and time.**
- 1.8 **The closing date, company name and the return address must also be endorsed on the back of the properly sealed envelope (or side of a properly sealed package).** If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the AIDC's Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and the AIDC accepts no responsibilities in this regard.
- 1.9 All bid documents must be submitted in hard copy in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids OR BID DOCUMENTS NOT PROPERLY SEALED will not be considered.**
- 1.10 Amended bids may be made, in an envelope clearly marked "Amendment to bid no "**AIDC_T01_2024/25**", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed per the bid criteria of this tender bid request. Under no circumstances will the AIDC be using or can the service provider rely on any information as contained in the original bid documents, once replaced.
- 1.11 The service provider is responsible for all the costs that they might incur related to the preparation and submission of the bid document.
- 1.12 AIDC reserves the right not to accept the lowest bid price of any bid in part or whole. It normally awards the contract to the service provider who proves to be fully capable of handling the contract in terms of outputs and services that are advantageous to the aims, goals, and objectives of the AIDC.

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- 1.13 AIDC also reserves the right to award to a company that is BBBEE (Broad Based Black Economic Empowerment) compliant or may award this bid on the conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
- 1.14. AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulation, 2022 paragraph 13.
- 1.15 AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against the AIDC or have been blocked for poor performance on the AIDC's vendor database.
- 1.16 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 the contract.
- 1.11. Responses to this tender received from a service provider will be valid for **120 days** counted from the closing date of the tender.
- 1.12. **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.13. Respondents are to note that the Local Content commitments made by the successful respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local Content obligations, non-compliance penalties shall be applicable. Breach of Local Content obligation also provide SPDC SOC LTD t/a AIDC cause to terminate the contract in certain cases where material non-compliance with Local Content requirements is not achieved.


4. Tax Compliance Requirements

- 2.8 Bidders must ensure compliance with their tax obligations.
- 2.9 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.
- 2.10 Application for Tax Compliance Status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.
- 2.11 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS pin / CSD number.
- 2.12 In terms of Regulation 13 (c) of the Public Service Regulations., which read as follows "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 in the service of the state".

5. Evaluation Process

- 3.1 The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation.
- 3.2 This bid will also be evaluated in terms of the following stages:
- Evaluation for Mandatory Criteria
 - Evaluation for Administration criteria
 - Evaluation in terms of functionality if part of the tender
 - Evaluation in terms of 80/20 preference point system.

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NB: Failure to provide or comply with any of the above particulars may render the bid invalid.


DECLARATION

I/we, the undersigned, acknowledge that the information furnished above is true and correct.

Signature of Authorised Representative

Date

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A3. TERMS OF REFERENCE AND SCOPE OF WORK

1. INTRODUCTION

1.1. Mandate

The Automotive Industry Development Centre (AIDC) serves to develop the automotive manufacturing sector to globally competitive standards of excellence, through a world-class value proposition that enables effective and sustainable socio-economic growth. The organization was established as a government support centre, to increase the local automotive industry's global competitiveness and to promote Gauteng as the automotive industry investment destination of choice.

The organization is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sector - in particular those based in the Gauteng province.

The AIDC is thus tasked by GGDA with special developmental-oriented projects aimed at retaining and attracting investments in the automotive and allied-related sector with a focus on enterprise development; supporting BBBEE SMME development, skills development and limited logistical infrastructure in line with the Gauteng provincial government's objectives of transformation, modernization and re-industrialization (TMR). The AIDC also undertakes projects related to the transport and energy sectors, as well as the development of the Auto City in the Northern Corridor.

1.2. Vision

To be the automotive industry's thought leader and centre of excellence that promotes industry sustainability and global competitiveness.

1.3. Mission


Navigating the automotive industry's journey towards being an innovative and transformed sector, by providing agile, reliable, and responsive industry solutions.

1.4. Values

The AIDC's staff aligns their behaviour to the company's shared values as listed below, which support, and is informed by, the organisation's vision and mission:

- Respect for others
- Teamwork
- Open and honest two-way communication
- Encouraging a learning culture
- On-time, on-brief, on-budget
- Client-centered
- Integrity and ethics above all

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2. BACKGROUND TO THE TENDER

2.1 INTRODUCTION

Automotive Supplier Park (ASP) is developed and managed by the AIDC, a subsidiary of Gauteng Growth and Development Agency. ASP spans an area of 130 hectares and is located in Rosslyn, north of Tshwane. ASP concentrates automotive component manufacturers, suppliers and service providers in one location to achieve synergies and cost benefits and create a safe and stable environment in terms of security and supply of services. The AIDC rents factories to tenant requirements on a long-term lease basis.

The Gauteng Automotive Learning Centre is a state-of -art facility for skills and development training within the automotive sector. It was launched in 2014 as part of the Gauteng Provincial Government's commitment to skills development. The Learning Centre is part of the Nissan SA Investment Support Programme and is the result of a partnership between Nissan SA and the Automotive Industry Development Centre. The Learning Centre offers training in the latest technologies which match the latest vehicle models.

The AIDC pioneered its Incubation Programmes within the local automotive industry to provide support to Black-owned enterprises and nurture these companies during their start-up phases. These start-up businesses benefit from operating within the Incubation facility, receiving subsidised rental, mentorship and training by professionals with business development and financial support. The initiative the AIDC's mandate of creating jobs and developing sustainable SMMEs.

3. TENDER OBJECTIVES

- Provide efficient and comprehensive cleaning and hygiene services at the AIDC;
- Creation of decent jobs for the benefit of local communities.

4. SPECIFICATION OF THE WORK AND SERVICES REQUIRED

4.1 Description of service and frequency

Service will be rendered on daily, weekly, monthly, quarterly, and bi-annual intervals:

- General office cleaning.
- High rise cleaning
- Specialized Cleaning
- Vacuum cleaning
- Deep Cleaning
- Hygiene service
- Supply and delivery of cleaning, hygiene consumables and equipment.

- **Extent of the services**

- Cleaning services of offices, ablution facility, factory areas, high rise cleaning, deep cleaning.
- Cleaning and Hygiene services times will be discussed and agreed by the service provider and client, service times may change from time-to-time change depending on the clients' operational requirements.
- Deep cleaning and other specialized services as per schedule.
- Conference facility, classrooms and boardroom set up for meetings as per client's requirements.
- Cleaning and hygiene services at common areas.
- Ensure that roads, pavements, walkways, parking areas, are always clean.

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Table 1: The specification provides for the provision of the following services and service frequency as a minimum contract requirement.

Frequency	Description of service	Site & Areas
<i>2x Daily</i>	Empty and clean all waste bins	
	Wash dishes	
	Replenish consumables in ablution facilities (toilet paper, hand soaps, air fresheners)	
	Disinfect all handles, handrails	
<i>DAILY</i>	Sweep and damp mop tiled floors with appropriate tools and detergents	
	Disinfect ablution facilities floors	
	Damp wipe kitchen appliances (e.g. kettles, microwaves, fridges, water boilers, water coolers, urns, etc)	
	Damp wipe glass doors, door handles	
	Damp wipe mirrors, door handles, hand basins, metal fittings, cisterns and urinals in the ablution facilities	
	Vacuum walk-off mats	
	Damp wipe wall tiles in the kitchen area and ablution facilities	
	Blinds – remove dust and Damp wipe	
	Damp wipe sanitary bag dispensers and bins	
	Sanitise the waste bins	
	Dust all horizontal surfaces, low level ledges and furniture (e.g. desks, chairs, cupboards, counter tops)	
	Vacuum all heavy traffic areas (Passages and Front areas)	
<i>WEEKLY</i>	Replace bin liners (as a minimum requirement)	
	Vacuum low traffic areas (offices and meeting rooms)	
	Dust and wipe skirting boards, picture frames, windows, décor and partitions below 2 metres	
	Disinfect and Spot clean doors and glass partitions, door handles.	
	Clean and polish chrome surfaces	
	Wipe and dust window blinds	
	Remove spots on carpets	
	Polish desks and office furniture	
ICT cleaning (copiers) at all areas		
<i>MONTHLY</i>	Replace urinal mats (as a minimum requirement)	
	Vacuum and deep clean upholstered chairs	
	Spring clean kitchen cupboards and fridges	
	Clean windows in all public areas, foyers, passages, toilets etc	
<i>QUARTERLY</i>	Clean Business Centre structure (Alucobond) AIDC Blue	
	Deep cleaning of all tiles to remove build up on tile grout	
	Deep cleaning in all toilets	
	Windows cleaning at 2.6m ground floor and 2.4m First floor at 10m height requires specialised service of working at height 4273 m²	
<i>BI-ANNUALLY</i>	Deep cleaning and disinfecting all carpeted areas	
	Deep cleaning and disinfecting all tiled areas surface including kitchens	
<i>ANNUALLY</i>	Lapa thatch roof	
	Canteen Eating area roof structure	

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WEEKLY	Sweep surfaces	All tenants' common areas and parking
	Remove Papers, peels, cans/bottles, cigarette butts, leaves, excrement, stagnant water, dirt bags, overflowing dirt bins.	
	Clean parking area using blower	Parking area
	Urinal sanitisers refilling, Hand sanitisers refilling, Seat sanitisers, Sanitary bins sanitisers, Toilet paper; Paper hand towels, Air fresheners refilling.	Hygiene services all Ablution Facilities
	Collect Sanitary bins, disposal of contents and replace bin liners	

5. APPROXIMATE SITE AREAS

AUTOMOTIVE SUPPLIER PARK (ASP)		Number of resources required
Total number of cleaners required = 16 (minimum 4 Male) and 1 Supervisor = 17 personnel		
6 Floors area	4 308m ²	
Retail Centre (Maintenance office, Storeroom, Canteen eating area, Clinic)	73 m ²	
Common Area Change Room Adjacent to Retail Centre)	84.6m ²	
LAPA, retail centre walkways & seating area External Common Area)	217 m ²	
Main Security Reception and guard houses	56m ²	
Truck Staging Reception and Security office	40m ²	
Ablution facilities at sport field	24 m ²	
Trade test centre	720 m ²	
GAUTENG AUTOMOTIVE LEARNING CENTRE (GALC) SITE		
Total number of cleaners required = 8 and 1 Supervisor = 9 personnel		
Ground floor – classrooms	827 m ²	
Body repair room	82 m ²	
Wheel alignment	96 m ²	
First floor – classrooms	810 m ²	
Canteen, Reception, AIDC Offices	696 m ²	
Paint shop spray booth	805 m ²	Daily general cleaning
PLC Laboratory	96 m ²	
CNC Laboratory	96 m ²	
Welding Workshop	82 m ²	
Mechatronics Laboratory	236 m ²	
Milling Machine Workshop	284 m ²	

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Simulator building	215 m ²	
Nissan Incubation centre 225m ²		1 Cleaner required (1 Female)
Ford Incubation centre 6 Cleaners required (3 Males and 3 Females) To work shifts, 2 cleaners per shift. Day shift 6am to 2pm Afternoon shift 2pm to 10pm Night shift 10pm to 6am		
Office space	160 m ²	
Ablutions / Change rooms	105 m ²	
Canteen eating area, Training centre	174 m ²	
Office ablutions	44 m ²	

ABLUTION FACILITIES:


#	Woman's toilets	Men's toilets		Disabled toilets	Area
1	Number of cubicles	Number of cubicles	Number of urinals	Number of cubicles	ASP Central hub
	12	12	12	3	

#	Type of Area	Area	Total
1	Ground Floor	Retail Common Area	
2	Male toilets		4
3	Female Toilets		8
4	Urinals		5
5	Basins		10
6	Shower Cubicles		2

1	Ground Floor	Security Block & Reception	Control Main	
2	Male toilets		1	
3	Female Toilets		1	
4	Urinals		1	
5	Basins		2	

#	Type of Area	Area	Total
1	Ground Floor	Truck Staging Area	
2	Male toilets		3
3	Female Toilets		1
4	Urinals		2
5	Basins		3
6	Shower cubicles		2

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#	Woman's toilets	Men's toilets		Disabled toilets	Area
1	Number of cubicles	Number of cubicles	Number of urinals	Number of cubicles	GALC Offices and Workshops
	6	6	8	1	

#	Woman's toilets	Men's toilets		Disabled toilets	Area
1	Number of cubicles	Number of cubicles	Number of urinals	Number of cubicles	Trade test centre
	2	2	3	2	

#	Woman's toilets	Men's toilets		Disabled toilets	Area
1	Number of cubicles	Number of cubicles	Number of urinals	Number of cubicles	Ford IC
	4	6	5	2	

#	Woman's toilets	Men's toilets		Disabled toilets	Area
1	Number of cubicles	Number of cubicles	Number of urinals	Number of cubicles	Ford IC
	4	6	5	2	


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6. LIST OF REQUIRED CLEANING CONSUMABLES & EQUIPMENTS

CONSUMABLES/MATERIALS/ EQUIPMENT TO BE USED		
NO	DESCRIPTION	UNIT OF MEASUREMENT
1	Refuse Bags Transparent	Flat Packed Made From 90% Of Recycled and Reprocessed Polythene Material. Micron: 28 Dimensions: 750 (L) X 950 (W) Mm
2	Colour coded Microfiber Cloths:	General Purpose Cloth Weight: 370 G/Sqm Composition: 81% Polyester 19% Polyamide Window Cleaning Cloth Weight: 400 G/Sqm Composition: Made Of 78% Polyester 22% Polyamide Textured Cleaning Cloth Weight: 350 G/Sm Composition: Made Of 76% Polyester 24% Polyamide Dusting Cloth Weight: 280 G/Sqm Composition: Made Of 79% Polyester 21% Polyamide
3	Indoor Soft brooms	Deluxe Broom - Flagged - Powder / Epoxy Coated Metal Handle Size: 290mm (Soft bristles)
4	Hard Outdoor brooms	Wooden handle Size 300mm x900 mm
5	Microfibre flat mop	Lightweight, sturdy and durable stainless-steel handle and sole. 37.5 cm x 12.5 cm (14.8 "x 4.9")
5	Feather duster short and long	Ostrich 460mm Handle (Short) , 1840mm Handle (Long)
6	Hand broom & dustpan set	Plastic 20x20x20cm
7	Wet floor signs A frames printed double sided Light weight, self-standing.	Height 62cm, Width 30cm, Thickness 21mm, colour yellow

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8	Heavy duty Industrial vacuum cleaner dry & wet	Numatics dry 15 LTR Capacity Specification																		
		<table border="1"> <tr> <td>Motor</td> <td>620W</td> </tr> <tr> <td>Power</td> <td>230V AC50 /60HZ</td> </tr> <tr> <td>Airflow</td> <td>48 L/SEC</td> </tr> <tr> <td>Suction</td> <td>2300mm H2O</td> </tr> <tr> <td>Capacity</td> <td>15L</td> </tr> <tr> <td>Range</td> <td>26.4m</td> </tr> <tr> <td>Weight</td> <td>9.0 kg</td> </tr> <tr> <td>Dimensions</td> <td>360x370x510mm</td> </tr> <tr> <td>Colour</td> <td>Blue</td> </tr> </table>	Motor	620W	Power	230V AC50 /60HZ	Airflow	48 L/SEC	Suction	2300mm H2O	Capacity	15L	Range	26.4m	Weight	9.0 kg	Dimensions	360x370x510mm	Colour	Blue
Motor	620W																			
Power	230V AC50 /60HZ																			
Airflow	48 L/SEC																			
Suction	2300mm H2O																			
Capacity	15L																			
Range	26.4m																			
Weight	9.0 kg																			
Dimensions	360x370x510mm																			
Colour	Blue																			
9	Janitorial trolleys	Janitorial Trolley with 2 x trays, Size (LxWxH) 120cm x 52cm x 100cm, Capacity (of bag): 30L																		
10	Bucket and Wringer	Plastic bucket and wringer – 20 LTR Single bucket																		
11	Wringer mops	Coated steel handle																		
12	Mops	Wooden handle mops																		
13	Plastic buckets	9LTR Bucket with handle																		
14	Cordless Petrol Lawn and leaves/debris blower	Plastic / Metal Size (400 x360x280)																		

LIST OF CHEMICALS,

1	All Purpose Toilet and Urinal Cleaner	Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a shiny streak free gloss, not corrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass)
2	Double Action cleaner	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary areas, toilets, urinals and odour control in carpets,
3	Toilet bowl cleaner	Viscous acidic toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide that removes dirt and limescale after a short period (must be free of
4	Heavy duty cleaner intensive soap	Intensive liquid cleaner also suitable for washrooms and other areas
5	Window cleaner	
6	Disinfectant	60% or more alcohol based hard surfaces disinfect (rate only) 60% or more alcohol-based floor cleaner (rate only)
7	Furniture polish	Furniture polish (no oil furniture polish)

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NB: All chemicals and hygiene consumables must be SABS and/or SANS approved and must not be harmful to the environment. Material Safety Data Sheet (MSDS) must be provided for all chemicals.

7. Measurement of performance

- A method of measurement is required to measure the quality of service inclusive of the time and standards of efficiency. The Contractor shall submit a cleaning inspection weekly report by the supervisor and a monthly inspection cleaning report by the operational manager who must visit the sites monthly.
- AIDC will develop a cleaning and hygiene procedure that must be adopted by the service provider.
- AIDC will also conduct frequent inspections, and monthly SLA meetings will also be held to discuss such performance.

8. PRICES/RATES

8.1.1. The Bidder is required to compile a comprehensive proposal on cleaning and hygiene services as listed above for the AIDC for 3 financial years including price escalations, on labour and operational costs.

8.1.2. The prices and rates submitted shall be deemed to include all aspects relating to the provision of a Cleaning service, including but not limited to:-

8.1.2.1. Management / Supervision costs;


- Deployment of personnel.
- Overtime paid in course of normal business.
- Costs associated with recruiting, training and clothing / PPE. Cleaners must always wear safety shoes, company cleaning uniform when executing their duties.
- Equipment and material used on site by Contractor personnel in the course of their duty.
- Internal investigation and examination costs occasioned by the service provider on own initiative.
- Any stationary requirements.
- Cleaners training.
- Specialized cleaning service required i.e High rise / Window & Deep Cleaning as specified.
- Cleaning consumables.
- Value added tax is to be shown separately.

9. REFERENCES

The successful Contractor shall ensure compliance with the following requirements as applicable to the service.

- 9.1.1. Compliance with the latest circular of the gazetted labour rate for Contract cleaners, in accordance with section 6(2) of the National Minimum Wage Act, No. 9 of 2018.
- 9.1.2. The Basic Conditions of Employment Act 1997 (Act no 75 of 1993).
- 9.1.3. The Labour Relations Act, 1995 (Act no 66 of 1995).
- 9.1.4. The Occupational Health and Safety Act, 1993 (Act no 85 of 1993).
- 9.1.5. The National Environmental Management Act (Act no 107 of 1998).
- 9.1.6. Emerging Viruses Safety Regulation.
- 9.1.7. Be registered with the Unemployment Insurance Fund and the Workmen's Compensation Fund. Comply with Occupational Health and Safety (OHS) requirements.
- 9.1.8. Be a member of the National Contract Cleaners Association (NCCA) or any other Cleaning Regulatory body recognized in South Africa.
- 9.1.9. NB : AIDC will request Proof of compliance to all reference frequently.

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10. SPECIFIC REQUIREMENTS

10.1. The following will be required from the appointed Service provider:


- 10.1.1. The name and contact details of the account manager as a single point of contact.
- 10.1.2. The service provider will be required to submit the Hygiene Waste Disposal Certificate/License prior to Contracting.
- 10.1.3. Use the Sanitary waste registered company for disposal of sanitary waste, disposed waste slips must be submitted to AIDC for each service This must be taken into consideration when pricing for Hygiene Services, which composes sanitary bins service and disposal of hygiene waste.
- 10.1.4. AIDC reserves the right to approve cleaning materials, and chemicals prior to the use thereof.
- 10.1.5. The successful service provider must ensure that enough back-up cleaning material is kept on site in case of sudden shortage thereof.
- 10.1.6. Cleaning and hygiene services will be rendered during working hours from Monday to Friday excluding weekends and public holidays unless where otherwise specified.
- 10.1.7. The service provider shall assist in preparing the official conference rooms (tea, coffee etc.) for AIDC daily meetings and the clearing up and washing of crockery and cutlery.
- 10.1.8. The cleaning staff must report upon realization to AIDC, any defects in and to area concerned e.g. blocked toilets/urinals, broken windows etc. during the cleaning of the building.
- 10.1.9. All broken cleaning equipment must be replaced by the service provider within 72hrs.
- 10.1.10. All wastepaper collected from emptying dustbins etc. is the property of AIDC and must be separated from the garbage.
- 10.1.11. The service provider shall avail the reliever within 2 hours in the event of the regular cleaning staff member reporting in sick or absent.
- 10.1.12. In the event of a cleaning staff member being on planned leave of any nature as allowed by the Basic Conditions of Employment Act, the reliever must commence duty without any interruption of services rendered to AIDC.
- 10.1.13. The respective AIDC Contract Manager must be advised of such planned leave at least one week in advance.
- 10.1.14. Personnel will be required to rotate within AIDC sites as and when required with the same high quality of service.

11. Project Management

11.1. **The service provider must submit a safety file within 7 working days upon signing of the service level agreement. The safety file must contain:**


- Valid letter of good standing.
- Valid medical certificates of all employees who will be assigned in the project, detailing physical and psychological fitness.
- Valid public liability insurance document.
- List of Personal Protective Equipment (PPE) that will be used during the project.
- Valid and relevant training certificates of the cleaning staff to be assigned to the project.
- Legal appointments with proof of training (e.g first aider etc.).
- Certified ID copies of the cleaning staff to be allocated to this project.

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- Material safety data sheet (MSDS) of products / chemicals to be used in providing the required services. Attach proof of training of staff to show that the staff has been trained on using the products / chemicals.
- Safe work procedure.
- Risk Assessment.
- Incident reporting procedures.
- Company Organogram.
- Disciplinary procedure / policy.
- Proof of registration with Unemployment Insurance Fund (UIF).
- Cleaning Association (NCCA or relevant Institution) valid registration document.
- Employee Training plan.
- Site Cleaning procedures.

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A4. PRICING SCHEDULE AS PER SCOPE OF WORK – OVERALL PROJECT COST SBD 3

Note: Only firm prices in South African Rand ('R') will be accepted.

Name of Bidder	Bid number: AIDC_T01_2024/25
Closing Date: 08 July 2024	Closing Time: 11:00

OFFER TO BE VALID FOR THE DURATION OF THE PROJECT (CONTRACT PERIOD)
BIDDER TOTAL COSTING (ALL COST INCLUSIVE) FROM SBD3 TO BE TRANSFERRED TO FIRST PAGE OF THIS TENDER DOCUMENT.

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PRICING TABLE – 1
SITE: ALL 4 SITES OF AIDC

SITE	EQUIPMENT'S	FREQUENCY	UNIT MEASURE	OF	QUANTITY	YEAR 1 COST	YEAR 2 COST	YEAR 3 COST
ALL SITES	4 Refuse bags Transparent Plastic Bin Liners	Monthly	200 Off		7200			
1	Soft brooms	Yearly	30 Off		90			
2	Colour coded microfiber cloth	Quarterly	30 Off Quarter		120			
3	Microfiber flat mop	Yearly	10 Off		30			
4	Feather duster short	Yearly	10 Off		30			
5	Further duster long	Yearly	10 Off		30			
6	Dustpan & brush	Yearly	20 Off		60			
7	Long dustpan & brush	Yearly	10 Off		30			
8	Plastic Buckets 9LT	Yearly	10 Off		30			
9	Wringer mops	Yearly	20 Off		60			
10	Mops	Yearly	20 Off		60			
11	Scrubbing brushes	Yearly	30 Off		90			
12	Wet floor signs	Once off	20 Off		60			
13	Heavy duty vacuum cleaner	Once off	8 Off		8			
14	Vacuum cleaner wet and dry	Once off	3 Off		3			
15	Lawn and leave blower (cordless)	Once off	5 Off		5			
16	Janitorial trolleys	Once off	30 Off		30			
17	Bucket and Wringer	Once off	20 Off		20			
18	Heavy duty Extension cords	Once off	5 Off		5			
19	Deep cleaning of toilets all sites	Quarterly	4Quarter		12			
20	Deep cleaning of tiles (ceramic) all sites	Quarterly	4Quarter		12			
21	Deep cleaning of carpets all sites	Quarterly	4Quarter		12			


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22	SHE bins service only all sites	Weekly	1week	144			
23	Windows high rise cleaning 10m height requires specialized service of working at height 4273 m² GALC & ASP	Quarterly	4 Quarter	12			
CHEMICALS							
1	All Purpose Toilet and Urinal Cleaner	Monthly supply	Liters	50 LTR			
2	Double Action cleaner	Monthly supply	Liters	50 LTR			
3	Toilet bowl cleaner	Monthly supply	Liters	55 LTR			
4	Heavy duty cleaner intensive soap	Monthly supply	Liters	55 LTR			
5	Window cleaner	Monthly supply	Liters	55 LTR			
6	Disinfectant	Monthly supply	Liters	55 LTR			
7	Furniture polish 750 ml	Monthly supply	Milliliters (ml)	24Tins (750ml)			
OVERHEADS COST							
1	Labor cost 31 Cleaners, all cost inclusive	Monthly	Per Person	31			
2	Labor cost 2 Supervisors, all cost inclusive	Monthly	Per Person	2			
					750 000.00	937 500.00	1 171 875.00
PROVISIONAL SUM							
SUB – TOTAL (Excl. VAT)							
15 % VAT							
TOTAL (Inc. VAT)							

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AS AND WHEN SERVICES

	AS AND WHEN SERVICE IS REQUESTED BY THE CLIENT.	FREQUENCY	UNIT MEASURE	OF	QUANTITY	YEAR 1	YEAR 2	YEAR 3
1	Tile Cleaning Service	As and when	Per square Meter		1			
2	Carpet cleaning	As and when	Per square Meter		1			
3	Factory floor cleaning	As and when	Per square Meter		1			

NOTE:


- All costs must be included on the Bid Price, including travel, subsistence, and all taxes where applicable, etc.
- Important: If there are any exclusions or added services, those must be clearly indicated.
- Prices which are quoted subject to confirmation will not be considered.

Signature of Service Provider

Date


Detailed costing can be provided to substantiate the Pricing Schedule. This pricing must refer to the proposed implementation plan .

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B1. DECLARATION OF INTEREST SBD4

1. PURPOSE OF THE FORM

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

Where a person/s 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. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors/trustees / shareholders/members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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


2.2.1 If so, furnish particulars:
.....
.....

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

2.3.1 If so, furnish particulars:
.....

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

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.....

3 DECLARATION

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


- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder


² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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PART C

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C1. EVALUATION CRITERIA OF OFFERS

This bid will be evaluated based on functionality and other compliance criteria as outlined in this bid document and **qualifying bids will be further evaluated in terms of the 80/20 Preference Point System if less than R50 000 000** (20 allocated to specific goals, 80 to price)

All bidders who score less than 800 points (which is 80 points out of 100 points) on functionality will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified.

- 1.1. AIDC reserves the right to independently verify all supplied documents.
- 1.2. Any bid scoring less than the minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further.
- 1.3. Any bid not covering all the above will not be evaluated.
- 1.4. For purpose of comparison and to ensure a meaningful evaluation, service providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.
- 1.5. Specific goals & Price will be evaluated as per the preference point system as outlined below.


The following preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this tender. The total points obtained will be used to evaluate 80/20, where 80 points are assigned to price and the remaining 20 points are assigned to a specific goal. Bidder must attach supporting documents listed below and complete SBD6.1 in full on page 4 of 5. (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal.

Specific goals	Supporting evidence for meeting preferential procurement targets	Points
B-BBEE status contributor level 1, 2, 3 or 4.	Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.	5
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	5
51% owned by black people who are women.	Certified ID copy not older than 6 months.	5
Locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	SBD 6.2 - Declaration Certification and annexure C are completed and included in the tender document.	5

The bid will be evaluated in accordance with the following:

- Administration (Stage 1) refer to page 2,
- Evaluation for mandatory (Stage 2) page 2,
- Functionality and Capability Requirements (Stage 3) page 33, and
- Specific goals and Price (Stage 4) page 35.

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Stage 2 - Evaluation for mandatory (compliance) criteria - Technical Compliance Requirements – all documents to be submitted

FRAMEWORK FOR TECHNICAL APPROACH AND METHODOLOGY


The AIDC will evaluate the bidder’s understanding of the scope of works and site conditions. Bidders’ response must be site specific:

STAGE 3 - Functionality and Capability Requirements

Table 1: Quality of submission in addressing criteria and sub-criteria

FUNCTIONALITY & CAPABILITIES	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
<p>NB: The bidder shall achieve a minimum score of 80 points under functionality to be able to be evaluated further on pricing & BBBEE as per preferential system.</p>		100		80
<p>1. COMPANY EXPERIENCE, EXPERIENCE OF THE BIDDER IN PROVIDING CLEANING SERVICE. The company must at least have been providing cleaning and hygiene service in buildings with sqm area of 5000 and above per contract.</p> <p>6 and more reference letters = 20 points 5 reference letters = 15 points 4 reference letters = 10 points 3 reference letter = 5 points <3 reference letters = 0 points</p> <p>a) Reference Letter</p> <ul style="list-style-type: none"> Client’s Company letter head Client’s Contactable details (e.g., Physical Address, e-mail, Telephone, etc.) Awarded Description/scope of the work. Square meters 5000 and above. <p>NB: Site visit to clients who have provided reference letters might be undertaken to verify information provided.</p>		20		
<p>2. CAPACITY TO RENDER SERVICE</p>				
<p>2.1 Human resources, the service provider must provide 2 CVs with Grade 12 certified certificates of their supervisors who will be dedicated to the AIDC sites.</p> <ul style="list-style-type: none"> 6 years and more cleaning supervisor experience = 20 points 5 years cleaning supervisor experience = 10 points < 5 years cleaning supervisor experience = 0 points <p>NB: CV’S without Grade 12 certified certificates with relevant experience will not be evaluated. Both CV’s must be aligned to the client’s criteria to claim points</p>		20		


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3. SERVICE PROPOSAL				
Provide a detailed proposal to indicate how the services described in the scope of work will be executed, monitored, and controlled. <ul style="list-style-type: none"> Areas in the scope of work and services must be 90-100% covered, (reference in bid document page 14 to page 23) = 40 points Areas in the scope of work and services must be 70-80% covered, (reference in bid document page 14 to page 23) = 20 points Areas in the scope of work and services less than 70% covered= 0 points 		40		
4. LOCALITY				
The bidder to demonstrate locality of the business. <ul style="list-style-type: none"> Business office located in City of Tshwane = 20 points Business office not located in COT but located in Gauteng = 10points Business office located outside Gauteng = 5 points NB: Proof of residency not older than 3 months (Municipality account or lease agreement or letter from ward councillor) in the name of the company or company director must be submitted to claim points. The address should be like the CSD report.		20		
TOTAL SCORE		100	80	

NB: The minimum threshold for the functionality evaluation is 80 points. The Tenderers that do not meet this minimum threshold will not proceed to the next stage of evaluation of the tender.

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C2. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL SBD 6.1 PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **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.

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2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where


P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

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3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 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 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 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
 - any other invitation for tender, that either the 80/20 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 80/20 preference point system.

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

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

Bidder must attach supporting documents listed below and complete below where it reads (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly to claim points for specific goals will receive a score of zero for that goal.

The specific goals allocated points in terms of this tender	Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal)	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE status contributor level 1, 2, 3 or 4.	Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.	5	
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	5	
51% owned by black people who are women.	Certified ID copy not older than 6 months.	5	
Locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	SBD 6.2 - Declaration Certification and annexure C are completed and included in the tender document.	5	

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]

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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.

..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME: DATE: ADDRESS:

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C3. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT SBD 6.2 FOR DESIGNATED SECTORS

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

Before completing this declaration, bidders must study the General Conditions, Definitions and Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2022, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), Annex D (Imported Content Declaration: Supporting Schedule to Annex C) and Annex E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2022 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286:2017 as follows:

$$LC = [1 - \frac{x}{y}] * 100$$

x is the imported content in Rand.


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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement> at no cost.

- 1.6. A bid may be disqualified if this declaration certificate and Annex C of the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
2. The stipulated minimum threshold(s) for local production and (refer to Annex A of SANS 1286:2017 or <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement>) for this bid is/are as follows:

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Description of services, works or goods

Stipulated minimum threshold.

Plastic	100%
Textile	100%

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

Yes / No

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information are accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SANS 1286:2017)

Local Content Declaration by Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/person with management responsibility (Close Corporation, Partnership or Individual)


In respect of bid no:

Issued by (procurement authority/name of institution):

NB
The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

1 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017 ; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017 , the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SANS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product have been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.


- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

Signature: _____ **Date:** _____

Witness no. 1 _____ **Date:** _____


Witness no. 2 _____ **Date:** _____

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D1. UNDERTAKINGS BY SERVICE PROVIDER IN RESPECT OF THIS BID


1. Definitions:

- 1.1 “**The Board**” means the accounting authority of **AIDC** appointed by the Shareholder, GGDA.
- 1.2 “**Chief Executive Officer**” [“CEO”] means the CEO of **AIDC**, or her/his duly authorized representative as appointed by the Board in concurrence with GGDA.
- 1.3 “**Contract**” shall include any schedule, drawings, patterns, samples attached, any agreement entered into, and all other schedules attached hereto.
- 1.4 “**Contractor(s)**” means service provider/s whose bid has been accepted by AIDC.
- 1.5 “**Cost of materials**” means, as and when applicable, the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 1.6 “**Final delivery certificate**” means the document issued by **AIDC** confirming that all the known defects have been rectified and that the works, goods or services appear in good order and have been accepted.
- 1.7 “**GGDA**” means Gauteng Growth and Development Agency, the AIDC’s holding company.
- 1.8 “**Letter of acceptance**” means the written communication by **AIDC** to the Contractor recording the acceptance by **AIDC** of the Contractor’s bid subject to the further terms and conditions to be itemized in the contract.
- 1.9 “**Local content**” means the portion of the bid price of local goods not constituting the cost of materials imported into the Republic.
- 1.10 “**Local goods**” means goods wholly or partly produced or manufactured or assembled in the Republic
- 1.11 “**AIDC**” shall mean **Supplier Park Development Company SOC Ltd T/A AIDC, which for the tender will also act as the “employer”**,
- 1.12 “**Order(s)**” means an official letter or CONTRACT issued by **AIDC** calling for the supply of goods according to a contract or bid.
- 1.13 “**Signature date**” and concerning any contract, means the date of the letter of acceptance.
- 1.14 “**Bid**” means an offer to supply goods/services to **AIDC** at a price.
- 1.15 “**Service provider**” means any person or body corporate offering to supply goods to **AIDC**.
- 1.16 “**Termination date**” concerning any contractor means the date of the final delivery certificate.
- 1.17 “**Value added**” means that a portion of the bid price does not constitute the cost of materials.
- 1.18 “**Warranties**” means collectively any, and all warranties listed and otherwise (if any) given by the service provider in term of this agreement.

2. Interpretation

- 2.1 In this agreement, clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates contrary:
- An expression which denotes:
 - any gender includes the other gender.
 - a natural person includes an artificial or juristic person and vice versa.
 - the singular includes the plural and vice versa.
 - Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time.

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- When any number of days is prescribed, such shall be reckoned inclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day.
- Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

2.2 This bid request and any subsequent proposal and contract will be interpreted and dealt with under South African law.

3. I hereby bid:

3.1 to supply all or any of the services described in this invitation to bid and any subsequently attached documents to **AIDC**.

3.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of incorporated into, this bid).

3.3 at the prices and on the terms regarding time for delivery and/or execution inserted therein.

4. I further agree that:

4.1 the offer herein shall remain binding upon me and open for acceptance by **AIDC** during the validity period indicated and calculated from the closing time of the bid.

4.2 this bid and its acceptance shall be subject to the terms and additions contained in the schedules hereto with which I am fully acquainted.

5. notwithstanding anything to the contrary:

5.1 should the bid be withdrawn by me within the period agreed such bid to remain open for acceptance or fail to fulfill the contract when called upon to do so, **AIDC** may, without prejudice to its other rights, agree to the withdrawal of the bid or cancel the contract that may have been entered into between me and **AIDC**.

5.2 in such event, I shall then pay to **AIDC** any additional expense incurred by **AIDC** for having either to accept any less favourable bid or, if fresh bids must be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid.

5.3 **AIDC** shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract.

6. Pending the ascertainment of the amount of such additional expenditure **AIDC** may retain such monies, guarantee or deposit as security for any loss **AIDC** may sustain, as determined hereunder, by reason of my/our default.


6.1 any legal proceedings arising from this bid may in all respects be launched or instituted against me and I hereby undertake to satisfy fully any sentence or judgment which may be obtained against me as a result of such legal proceedings, and I hereby undertake to pay **AIDC** legal costs on an attorney and own client basis.

6.2 if the bid is accepted such acceptance may be communicated by letter or facsimile and that proof of delivery of such acceptance to SA Post Office Ltd shall be treated as delivery.

6.3 the law of the Republic of South Africa shall likewise govern any contract created by the acceptance of this bid.


7. I have satisfied myself as to the correctness and validity of this bid, that the price and rates quoted cover all the work/items specified in the bid documents, the price and rate cover all obligations under a resulting contract, and I hereby accept that any error regarding price and calculations shall be at my risk.

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8. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions defaulting on me under this agreement as the principal liable for the due fulfillment of this contract.
9. Notwithstanding the amount of cause of action involved, I hereby consent to the jurisdiction of the Magistrate Court for the District of Johannesburg in respect of any action whatever arising from this contract.
10. I declare **participation/no participation** in the submission of any other offer for the supply/services described in the attached documents, and the other service provider(s) involved (if applicable) is:
.....
.....
11. Service provider's information - is as furnished elsewhere in this bid response and will be re-confirmed during the contracting process, in the event this bid is successful.
12. The Service provider hereby offers to render all or any of the services described in the attached documents to AIDC on the terms and conditions and in accordance with the specifications stipulated in these tender documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
13. Bids submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the bid.
14. I hereby agree that the offer herein shall remain binding and receptive for acceptance by AIDC during the validity period indicated and determined from the closing hour and date of the tender; this proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
15. I furthermore confirm correctness and validity of the tender response, that the price and rates quoted, cover all works/items specified in the tender response documents, that the price and rates cover all obligations under a resulting contract and that any errors made regarding such are at my risk.
16. I hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

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D2. GENERAL CONDITIONS OF CONTRACT (GCC,2010)

The purpose of this Section D2 is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders (see attached Annexure A).
- (ii) The GCC will form part of all bid and contract documents.
- (v) Special Condition of Contract pertaining to contracts of this nature will be negotiated with the successful bidder.

D3. SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Definitions

The terms shall be interpreted as indicated in the General Condition of Contract (Annexure A)

2. Application

- 2.1 These SCC 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, SCC are also laid down to cover specific supplies, services or works.
- 2.3 Where such SCC conflict with general conditions, the special conditions shall apply.

3. Standards

- 3.1 The service rendered shall conform to the standards mentioned in the bidding documents and specifications.


4. Performance Security

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

5. Insurance

- 5.1 The service rendered 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. The contractor will ensure that the insurance liability cover is adequate. Proof of insurance shall be submitted within 7 days of issue of letter of appointment.

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6. Payment

- 6.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.
- 6.2 Monthly payment for the goods and services as per tender scope.
- 6.3 Payment will be made in South African Rand unless otherwise stipulated in SCC.
- 6.4 It is the requirement of AIDC for the successful bidder to maintain a valid Tax Compliance status and a valid CSD Status (National Treasury CSD Number must be provided) for the duration of the project. Therefore, a new valid Tax Compliance must be provided upon expiry of the previous one. The Tax Status will continuously be checked on SARS on-line system during the duration of the contract.

7. Prices

- 7.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his bid, except for any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

8. Assignment

- 8.1 The service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with AIDC's prior written consent.
- 8.2 AIDC on the other hand will in due course have the right to assign its contract with the service provider to another legal entity owned by the Gauteng Provincial Government. Due written notice will in such an instance be provided to the service provider.

9. Subcontracts

- 9.1 The Service Provider shall not subcontract work without the prior written consent of AIDC.

10 Early Termination


- 1.1. The AIDC can provide a 30-day notice period for earlier termination if the AIDC needs to participate in a transversal contract from Treasury, DED or GGDA on an earlier date than this contract's end date.

I, the service provider, has read the above PARTS E1, E2, E3 and "General Condition of Contract" (Annexure A) and confirm that I/we fully understand and comprehend its meanings intentions, provisions, stipulations and conditions as related to this invitation to bid.

Signed aton this..... day of20...

Signature of service provider (same person as in PART A)

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LIST OF ANNEXURES

ANNEXURE A	GENERAL CONDITIONS OF CONTRACT
ANNEXURE B	REPORTING UNETHICAL CONDUCT
ANNEXURE C	VALUE ADDED TAX (VAT)
ANNEXURE D	POPIA COMPLIANCE - PERSONAL INFORMATION PROCESSING FORM

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