



**South African Nursing Council**  
*Regulating nursing, advocating for the public*

Enquiries: Tender Administration  
[tenders@sanc.co.za](mailto:tenders@sanc.co.za)

Bidder's Information: The Manager/Director

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.....

Dear Sir/Madam

**RE-INVITATION TO BID: SCM 01/01/2024/SANC: APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF HYGIENE AND CLEANING SERVICES FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICA NURSING COUNCIL**

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The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of the service provider for provision of hygiene and cleaning services for a period of five (5) years for the South Africa Nursing Council

You are requested to complete the tender documents and submit them in accordance with the stipulations mentioned hereunder.

1. The conditions contained in the attached annexures apply.
2. The bid must be deposited inside the **tender box** using the following two (2) methods of submission on or before the closing date and time **(28 February 2025 at 12H00)**.
  - 2.1. **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document. **Envelope 02:** This envelope is for pricing only, i.e., pricing schedule and/or the formal quote by the bidder - one (01) original document.
  - 2.2. The bidder is also required to submit the bid (technical and price proposals) in a **USB flash drive**.
3. The attached forms/annexures, if completed in detail and returned, will form part of your bid submission.
4. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System.



Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia, Pretoria 0083  
Private Bag X132, Pretoria 0001,  
Republic of South Africa



Tel: 012 420 1000  
Fax: 012 343 5400  
SANC Fraud Hotline: 0800 20 12 16



website: [www.sanc.co.za](http://www.sanc.co.za)

5. All communication should be made using an email, the cut-off date for all enquiries will be at 12h00 on 21 February 2025.
6. Bid documents must be **deposited inside the tender box** situated at **SANC Reception, Cecilia Makiwane Building, 602 Pretorius Street, Arcadia, Pretoria, 0083** before or on the closing date and time on **28 February 2025 at 12H00 South African time.**

**DIRECTIVE TO BIDDERS ON COMPLETION OF STANDARD BIDDING DOCUMENT FORMS OF BID PROPOSAL**

1. The purpose of this document is to guide bidders on the completion of standard bidding document forms of the SANC bid.
2. The dates on all standard bidding documents must be a date which is within the bid advertising period.
3. The last column of the table below (this column must be ticked as an indication that each document and its requirements have been complied with by the bidder).

DOCUMENT	DIRECTIVE	COMPLIED/ NOT COMPLIED
Invitation to Bid	The bidder is required to complete this document in full and be signed off. The bidder must tick (circle/erase) <b>“YES OR NO”</b> on this document. The bidder may not ignore any clause and/or write <b>“not applicable (N/A)”</b> unless it is the only option available, e.g., are you a foreign based supplier for the goods/servicers/works offered? If the answer is no, then on the questionnaire to bidding foreign suppliers. The bidder may write N/A.	
Bidder’s Disclosure	This document must be completed in full and be signed off. The bidder must tick (circle/erase) <b>“YES OR NO”</b> on this document and indicate not applicable where necessary. The bidder must disclose if the company or any of its directors have an interest in other companies whether they bid or not. Should a bidder have more companies to declare, such information can be provided on a separate sheet in the format prescribed in the form and attached to the bidder’s disclosure form. Information captured must be in line with what is captured in the central supplier database.	
Central supplier database report	The bidder must attach a Central Supplier Database report printed from <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>	
Preference points claim form	The bidder must fully complete this document and sign off. The bidder must allocate correct preference points, the preference points claimed will be verified using the following: <ul style="list-style-type: none"> <li>- Identity Documents</li> <li>- Broad-Based Black Economic Empowerment Certificate (B-BBEE certificate)</li> <li>- Companies and Intellectual Property Commission disclosure certificate</li> <li>- medical report for disability ownership</li> </ul> The bidder must submit the documents above to qualify for preference points.	
Pricing schedule	The bidder must complete the supplied pricing schedule and sign-off. The bidder may add other applicable costs which may not be covered by the SANC pricing schedule. In addition, the bidder must submit a detailed price quotation on the company letterhead.	
Bid proposal	The bidder must submit a detailed bid proposal in line with the specifications/terms of reference	

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NURSING COUNCIL</b>					
BID NUMBER:	SCM 01/01/2024/SANC:	CLOSING DATE:	28 February 2025	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF HYGIENE AND CLEANING SERVICES FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICA NURSING COUNCIL				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Tender Administration		CONTACT PERSON	Mr Makoko Nkadimeng	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:tenders@sanc.co.za">tenders@sanc.co.za</a>		E-MAIL ADDRESS	<a href="mailto:mnkadimeng@sanc.co.za">mnkadimeng@sanc.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER: .....

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

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

DATE: .....

## SPECIAL REQUIREMENTS OF REQUEST FOR BIDS

### 1. CONTRACT PERIOD

- 1.1 The contract period stipulated in the terms of reference/ specification is considered a valid contract period.
- 1.2 SANC reserves the right to extend or cancel the contract, pending available funding and satisfaction with service delivery.

### 2. ACCEPTABLE BIDS/OFFERS

- 2.1 The SANC may request interviews/presentations/pitching sessions with shortlisted Suppliers/ service providers before the final selection is made.
- 2.2 The SANC will not be liable for any cost incurred by a supplier /service provider in the process of responding to this bid, including on-site presentations and the preparation of the proposal.
- 2.3 The SANC will not consider any late quotations. All bids submitted after the stipulated closing date and time will not be disqualified.
- 2.4 Any effort by the supplier/ service provider to influence bid evaluation members, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.
- 2.5 The successful supplier/ service provider will be informed in writing with an appointment letter or per an official order.
- 2.6 **The bids have a validity period of 120 days from date of closure.**
- 2.7 Where it is discovered that an advantaged company used a disadvantaged person, as a “front” to acquire a bid, such company will be disqualified, and the bid shall be withdrawn.
- 2.8 Only bids complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.
- 2.9 Bids will be evaluated based on mandatory requirements, functionality (if applicable), Specific goals and other conditions stipulated in the terms of reference/ specification.
- 2.10 The supplier/ service provider must submit all requirements indicated in the bid documents at the closing date and time of the request for the bids. Supplier/ service provider who fail to comply with any of the mandatory and other requirements will be disqualified.

### 3. SUBMISSION OF BIDS/ RETURNABLE DOCUMENTS

- 3.1 The supplier/ service provider will be required to submit their bids /proposals in a tender box situated at the Reception of the Cecilia Makiwane Building.
- 3.1.1 Tenderers are required to submit a completed request for quotation pack (this documents), including:
  - a) Duly completed and signed bid documents.

b) Adherence to requirements relating to all returnable documents will prove compliance with specific requirements as stipulated in the terms of reference at the closing date and time.

3.2 Any supplier/ service provider who fails to comply with any requirement of the bid, at the discretion of the evaluation team, will be regarded as non-compliant and as a result be rejected.

#### **4. PAYMENTS**

4.1 SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the invoice date or upon agreed payment intervals as accepted in the contract. All invoices should be sent to the following email address: [sancinvoices@sanc.co.za](mailto:sancinvoices@sanc.co.za).

4.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.

4.3 Invoices should be emailed, or hand delivered to SANC timeously.

4.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

#### **5. SUPPLY / DELIVERY VALIDATION**

5.1. The certificate and the related report of delivery/installation/ progress milestone/commissioning will be validated by a SANC representative prior to payment of final invoices.

#### **6. TAX COMPLIANCE REQUIREMENTS**

6.1. It is a condition of this bid that the tax matters of the successful supplier/ service provider are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tax obligations.

6.2. The Tax Compliance status requirements are also applicable to potential foreign suppliers, service providers or individuals who wish to submit the bid.

6.3. It is a requirement that a supplier/ service provider grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the contract disclose the tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

6.4. The Suppliers/ service providers are required to be registered on the Central Supplier Database (CSD) and the SANC shall verify the tax compliance status through the CSD or through SARS.

6.5. Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the CSD or through SARS.

6.6. The supplier/ service provider who are not tax compliant will be notified of their non-compliant status and be given seven (7) calendar days to rectify their tax compliance status with SARS, failure your bid will be disqualified.

6.7. The SANC will not award a bid to any supplier/ service provider whose tax matters are not in order.

## **7. VALUE ADDED TAX**

- 7.1. All contract prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

## **8. NEGOTIATIONS**

- 8.1. The SANC to negotiate with one or more preferred supplier(s)/ service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other supplier(s)/ service provider(s) who have not been awarded the status of the preferred supplier(s)/ service provider(s).

## **9. PRICE QUALIFICATION**

- 9.1. Prices for this contract are firm.
- 9.2. All prices shall be quoted in South African rands (ZAR).
- 9.3. The bid prices shall be given in the units shown and will be awarded as a whole, not per item.
- 9.4. **Prices must be inclusive of delivery cost and all taxes.**
- 9.5. Please note that the foreign exchange risk in case of imported goods and service is for the account of the supplier/ service provider.
- 9.6. Non-firm prices (including prices subject to the rate of exchange variation) will not be considered.
- 9.7. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
- 9.8. Detailed information is optional and is provided as Annexures to the details of the bid.

## **10. COMMUNICATION**

- 10.1. Communication will only be restricted to Supply Chain Management Officials.
- 10.2. The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Supplier(s)/ service provider(s) are to supply the required information within the specified period. Failing to do so will **invalidate** your bid.

## **11. INTELLECTUAL PROPERTY**

- 11.1. All the information contained in this document is intended solely for the purpose of assisting supplier(s)/ service provider(s) to prepare their bid. Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 11.2. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the supplier(s)/ service provider(s), both successful and unsuccessful, remain the property of the SANC.



## **12. SUPPLIER DUE DILIGENCE**

- 12.1. SANC may conduct due diligence to all shortlisted supplier(s)/ service provider(s) to identify their specific capabilities and financial stability.
- 12.2. The SANC may visit the premises of the supplier(s)/ service provider(s) or that of their suppliers.
- 12.3. Some of the key elements that should be documented and included during the comprehensive supplier analysis/due diligence include: the current workload of the supplier, cost structure of the BID, the financial status of the supplier(s)/ service provider(s) the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the supplier(s)/ service provider(s) business and how the supplier(s)/ service provider(s) is viewed by the public, etc.
- 12.4. Supplier(s)/ service provider(s) may be required to provide names of traceable references who may also be visited to confirm their testimonials.

## **13. DISPUTES**

- 13.1. The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant authority for a ruling and such ruling shall be final.

## **14. PREFERENCE POINTS CLAIM (SPECIFIC GOALS)**

- 14.1. Proof of Specific goals Ownership and verification may be conducted in various forms including but not limited to the following documents namely: - CIPC documents, valid copy of B-BBEE certificate, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

## **15. JOINT VENTURE/ TRUST/ CONSORTIUM**

- 15.1. A trust, consortium or joint venture must submit an agreement to be recognized as an entity.
- 15.2. A trust, consortium or joint venture will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate. CIPC documents, copy of Identity document, medical report for disability ownership and declaration letter signed by the tenderer. Failure to attach proof, the tenderer will be allocated 0 points on specific goals.

## TERMS OF REFERENCE (ToR)

### APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF HYGIENE AND CLEANING SERVICES FOR A PERIOD OF FIVE (5) YEARS FOR THE SOUTH AFRICAN NURSING COUNCIL

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#### 1. PURPOSE

1.1 The South African Nursing Council (SANC) hereby invites suitably qualified and experienced service providers to submit proposals for provision of hygiene and cleaning services to be rendered at its premises for a period of five (5) years at the South African Nursing Council.

#### 2. BACKGROUND

2.1 The South African Nursing Council (SANC) is a body entrusted to set and maintain standards of nursing education and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body initially established by the Nursing Act, 1944 (Act No. 45 of 1944) and currently operating under the Nursing Act, 2005 (Act No. 33 of 2005).

2.2 The SANC requires hygiene and cleaning services to be rendered at 602 Pretorius Street, Arcadia, 0083. The service provider must be qualified, experienced and credible to provide hygiene and cleaning services.

2.3 The overall size of the building, building facilities and hygiene equipment to undertake cleaning on the SANC building, 602 Pretorius Street, Arcadia Pretoria.

NO.	DESCRIPTION	QUANTITY
1.	Total employees / occupants	± 180
2.	Total square meters of the SANC Building	5600m <sup>2</sup>
2.1	Space size for carpeted	4138m <sup>2</sup>
2.2	Space size for tiled	1462m <sup>2</sup>
3.	Number of cleaners	7
4.	Number of floors	7
5.	Passages	All office passages corridors
6.	<b>Number of toilet (Male)</b>	8

	Number of cubicles	14
	Number of urinals	14
7.	<b>Number of toilet (Female)</b>	9
	Number of cubicles	21
8.	Number of toilet unisex	2
9.	Number of disable	1
10.	Number of hands washing basins	31
11.	Boardrooms / Meeting rooms	8
12.	Reception	1
13.	Pay Points	1
14.	Waiting Areas	1
15.	Kitchens	8
16.	Serving Points	2
17.	Storerooms / Storage rooms	17
18.	Number of standalone offices	86
19.	Number of open plan workstations	17

### 3. SCOPE OF WORK AND DELIVERABLES

3.1 The successful bidder will, in line with the prescripts of the **Occupational Health and Safety Act No. 85 of 1993 as amended**, ensure that the SANC staff, visitors and the general public have access to facilities which are in a good, safe, clean and hygienic environment.

#### 3.2 PERFORMANCE REQUIREMENTS

The successful bidder must comply with the following requirements:

- 3.2.1 **Comply with the Occupational Health and Safety Act No. 85 of 1993 as amended and other applicable regulations.**
- 3.2.2 Sufficient stock of cleaning materials are kept on site to ensure that there is no shortage at any given time.
- 3.2.3 The SANC requested staff compliment of **seven cleaners including a supervisor** on site for five days a week.
- 3.2.4 Cleaning services will be rendered during working hours from **Monday to Friday** (from 06:30 to 15:30), excluding public holidays unless otherwise specified.

- 3.2.5 The service provider is required to have one cleaner to remain on the premises from Monday to Friday until 16:30 (half past four) in cases of accidental spillages.
- 3.2.6 The cleaning services must at all times be executed under full-time supervision by the successful bidder's supervisor(s).
- 3.2.7 The cleaning staff must always be dressed in distinctive and acceptable uniform when on duty.
- 3.2.8 The supervisor(s) must conduct daily inspection on the quality and standard of cleaning service rendered. **A monthly report in this regard must be provided to the SANC.**
- 3.2.9 The supervisor(s) must report on a daily basis, to the delegated official of the SANC, any defects detected during cleaning of the building e.g. broken mirrors, blocked toilets / urinals, broken windows, leaking areas, pests, etc.
- 3.2.10 The service provider will not be allowed to store or leave cleaning equipment and material lying around on the floor; for example in the entrance hall, corridors, hallways or the stairs, other than in the space provided.
- 3.2.11 Service provider must comply with the Basic Conditions of Employment and the minimum wage determination for the sector. This shall include timeous pay of employee wages and salaries as per the agreement.

### 3.3 CLEANING MATERIALS AND EQUIPMENT

- 3.3.1 Bidder must provide SABS approved materials and chemicals for the rendering of the service. The SANC reserves the right to approve cleaning materials, and chemicals, prior to the use thereof. A list of SABS approved materials and industrial equipment must also be provided to the SANC. Material Safety Data Sheet must be submitted before commencement of duties.
- 3.3.2 Cleaning materials and equipment should include the following but not limited to:
  - a). Mops.
  - b). Brooms.
  - c). Cleaning and Mop trollies.
  - d). 1.5m feather dusters.
  - e). Stepladder (2 x 3 steps).
  - f). Warning signs for wet / slippery floor available for all cleaners 2 per cleaner.
  - g). Cleaning cloths (5 cloths per cleaner.)
  - h). Toilet cleaning seats.
  - i). Gloves for each cleaner.
  - j). Toilet brushes – per cubicle.
  - k). Personal Protective Equipment (PPE).
  - l). P-mats per urinal.

- m). Flat mop.
- n). Industrial buffing machine.
- o). Industrial vacuum cleaner machine.
- p). SABS approved cleaning chemicals for cleaning of toilets, floors, etc.
- q). Soft 2 ply toilet paper as per specification.
- r). Good quality refuse bags for small and big bins.
- s). Antibacterial hand foam soap.
- t). Window, tiles and mirror cleaning detergents.
- u). Bleach and dishwashing liquid soap.
- v). Non-slippery polish for floors and non-ammoniac stripper.

### 3.4 CLEANING TASKS AND DUTIES

#### 3.4.1 Building Entrances, reception and Security Access Control Area

Glass doors must be washed daily, before 07:45 am

- a). Cleaning and disinfection of all areas in the workstations must be conducted daily.
- b). Areas to be cleaned and disinfected include, but not limited to;
- c). Door handles, light switches, lift buttons, working surfaces, tables, railings, floors, walls, blinds, sinks, basins and toilets.
- d). Polish tiled (non-slip) floors once a week.
- e). Tiled floors to be swept and mopped daily.
- f). Floor to be stripped and sealed once a month.
- g). Floors to be buffed once a week.

#### 3.4.2 Dusting and cleaning of Offices/boardrooms/meeting rooms

- Empty and clean dustbins twice a day (replacement of refuse bags as and when necessary).
- Sweep and vacuum carpets, at least twice a week.
- Dust computers (keyboards, screens and CPUs) and telephones on daily basis.
- Clean office furniture, at least twice a week.
- Dust blinds, at least twice a week.
- The floors must be swept with proper equipment that control dust and washed with water and detergent. Wash toilet seat, trough and toilet bowl with water and detergent. Wash both sides of seat and wipe dry.

### 3.4.3 Windows

- Clean all building windows (inside and outside) once in three months.

The successful bidder will have to make provision for working on heights by either using rope access or using a cherry picker to be able to gain safe access to the windows from the first floor going up.

### 3.4.4 Doors

- Remove all dirty spots on wooden and aluminium doors – Daily.
- Polish door knobs with an approved metal polish where applicable – Weekly.
- Wash all glass doors (inside and outside) with a degreasing agent and equipment that will not scratch the surface, as required – Weekly or on request.

### 3.4.5 Glass Partitioning

- Wash all low-level glass partitioning – Once a week.

### 3.4.6 Stairs

- Stairways must be swept daily and washed every second day, surrounding walls and handrails must be washed when dirty. Handrails must be wiped daily with a damp cloth and polished twice a month. Monitor stairs on a regular basis.

### 3.4.7 Elevators

- Clean all elevators inside and outside with degreasing agent using a cloth that will not scratch the surface – Daily

### 3.4.8 Furniture

- Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy and should not come off on anything it comes into contact with after it has been polished – twice a week.
- Treat upholstered or leather covered parts of furniture with an approved agent – Monthly.
- Vacuum those parts of furniture covered with fabric – Weekly.
- Wipe telephones with a damp cloth using a suitable diluted disinfectant – daily.

#### 3.4.9 Floors

- Clean by mopping and polishing all tiled floors in order to maintain a high gloss – Daily and as when required.
- Scrubbing of the store area which is **approximately 196m<sup>2</sup>**.

#### 3.4.10 Walls

- Walls must be dusted when and where necessary with soft duster that will not damage the paint surfaces.
- All fluorescent lights and light shades must be dusted once a week.

#### 3.4.11 Carpets

- Vacuum office carpets – Weekly and/or when necessary.
- Vacuum passages and Conference facilities – Daily.
- The carpets should be deep cleaned – once in three months.
- The deep cleaning services are expected to be provided after office hours, weekends or public holidays.

#### 3.4.12 Rubbish removal

- Empty all waste bins in offices, kitchens, bathrooms and general areas – twice a day.
- Sufficient rubbish bags need to be provided daily to put into the bins in the offices, kitchens, bathrooms or where necessary.
- All rubbish bags will be removed from the containers with the rubbish bags intact and a new rubbish bag inserted daily.
- Empty bins inside and outside conference rooms – Three times a day.
- The contents of waste bins and other office rubbish should be removed neatly in bags and deposited to the collecting points of rubbish bins provided for this purpose.
- Rubbish bags may not be dragged across floors.

#### 3.4.13 Kitchens

- All kitchen appliances (fridge, microwave and sink) to be cleaned – Three times a day.
- Kitchen floors to be washed – Twice a day.
- Counter tops and tables to be washed – Three times a day.
- Cupboards to be cleaned and washed inside - Once a week.

### 3.4.14 Bathrooms

- Bathroom floors and walls to be washed – Twice a day.
- Counter tops to be washed – Three times a day.
- Toilet pans, covers, urinals, basins, towel rails and taps are to be cleaned with approved disinfectant – Twice a day.
- An approved chemical agent should be used to clean toilet pans, basins and urinals – daily.
- All mirrors should be cleaned and polished – Daily.
- The liquid hand soap and hand lotion is to be replenished regularly during the day.
- Toilets must be monitored by the supervisor for cleanliness on a regular basis.
- **Removal of SHE bins content once a week from the SANC premises, disposed of in an authorised site and provide a legal disposal certificate.**

### 3.5 SECURITY IDENTIFICATION

- 3.5.1 The service provider must supply the employees with a photo identification card or their uniform must have the company badge and name it. The employees should at all times be identifiable.
- 3.5.2 The card must be worn to be always visible whilst on the premises of the SANC. A list of names of all employees, who are to be employed on this contract as well as their replacement must be furnish beforehand.
- 3.5.3 Management members of the cleaning company will be subjected to a security clearance process.

### 3.6 CONSUMABLES

- 3.6.1 The Service Provider shall be responsible for the installation and maintenance of dispensers.
- 3.6.2 The following dispensers must form part of the contract: **Monthly Rental Equipment**

Description	Quantity
T3 toilet paper holders	39
Foam sanitiser dispenser	39
Hand lotion dispenser	21
Liquid soap dispenser	21
Electric hand dryers	21
Automatic air freshener dispenser	21
Sanitary napkin bag dispenser (SHE bin plastic bag)	24

- 3.6.3 The service provider shall be responsible for replenishing, safe storage, distributions and control of consumables as listed below: **Monthly**



Description	Quantity
Toilet paper ( as per specification)	25 bales (48 rolls) per month
Surface Foam Sanitiser refill	39
Hand lotion refill	21
Liquid hand soap refill	21
Hand paper towel	16
P-mat for urinals	13
Air fresher / fragrances spray	21
Sanitary napkin bins (SHE bin plastic bag) (must be removed every week)	24
<p><b>Toilet paper (two ply)</b>, dimensions of rolls, cores, and sheets, measured in accordance with clause 7.3.1 of SANS 1887-2:2015 shall be as follows:</p> <ul style="list-style-type: none"> <li>a) The length of each sheet on a roll shall be at least 110 mm;</li> <li>b) The width of each toilet roll shall be at least 100 mm; and</li> <li>c) The inside diameter of the core of a toilet roll shall be not less than 32 mm and not more than 40 mm.</li> </ul>	
<p><b>Hand paper towel (titan garage roll), Type 3 (premium grade):</b> a premium two-ply grade intended for use where a certain amount of luxury is required, and where appearance, absorbency and softness are more important than strength. The general area of application would be where hygiene and cleanliness play a role like in the kitchens.</p> <p>The dimensions of rolls, cores, and sheets, measured in accordance with clause 7.3.1 of SANS 1887-2:2015 shall be as follows:</p> <ul style="list-style-type: none"> <li>a) The length of paper on roll shall be 1500mm with a tolerance of +60mm and -30mm;</li> <li>b) The width of paper on roll shall be 270mm with a tolerance of ±2mm; and</li> <li>c) The inside diameter of the core of a paper towel shall not be less than 30 mm.</li> </ul>	
SHE Bin Antimicrobial liner	
SHE Bin hand free, foot pedal operation and top-opening	
SHE 12L slim line design	
Sanitary napkin bags	
Cleaning material in general	

3.6.4 The Cleaning Materials (SABS approved) and Consumables. The cost of Cleaning Materials and Consumable to be included in all quoted prices:

Item	Quantity	Value
Cleaning materials: e.g refuse bags, bin liners, dishwashing sponges/scorers, etc	Continuous Adequate Supply	Include cost in price
Enviro-friendly Cleaning Products: e.g. disinfectant, window cleaners, liquid hand soap, liquid hand sanitiser, biocide, floor polish, floor/tile stripper, floor sealer, air freshener, urinal mats, etc.	Continuous Adequate Supply	Include cost in price
Cloths (colour coded), telescopic squeegees, scrapers, hand brooms, dust pans, and telescopic dusters.	Continuous Adequate Supply	Include cost in price
Brooms (for cleaning internal and external surfaces)	Continuous Adequate Supply	Include cost in price
Mops (excluding mops with cotton heads)	Continuous Adequate Supply	Include cost in price
Toilet brush and holder per toilet	Continuous Adequate Supply	Include cost in price
Toilet paper – no recycled toilet paper	Continuous Adequate Supply	Include cost in price
Hand paper towels - no recycled toilet paper	Continuous Adequate Supply	Include cost in price
Buckets	Continuous Adequate Supply	Include cost in price
Signage (e.g. cleaning in process)	Continuous Adequate Supply	Include cost in price
Ladders	Continuous Adequate Supply	Include cost in price
Janitor trolleys	Continuous Adequate Supply	Include cost in price
Others:	Continuous Adequate Supply	Include cost in price

- 3.6.5 The Service Provider shall be responsible for safe storage of all consumables. Should any of its staff members found to be stealing the cost shall be recoverable from the Service Provider.
- 3.6.6 Service Provider’s supervisor will maintain records of receipts and issued items, these should be reconciled, and a report submitted to the SANC on a monthly basis.

**4. GENERAL CONDITIONS**

- 4.1 The SANC reserves the right to request compliance documents (registration of workers at the Department of Labour) from the successful service provider before the commencement of the contract.
- 4.2 Confirmation of full compliance with regards to payment of workers in line with the Sectoral Determination 1 for contract cleaners. **NB: the SANC reserves the right to require the service provider to confirm in the form of a signed letter that their staff are paid in line with the latest Sectoral Determination 1 for contract cleaners before the commencement of the contract.**
- 4.3 The SANC shall have the right to terminate the contract if the service provider fails to comply with the applicable Labour Legislations.

**5. EVALUATION PROCESS**

- 5.1. The SANC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No.5 of 2000 (PPPFA) and its regulations. A copy of the PPPFA regulations 2022 can be downloaded from [www.treasury.gov.za](http://www.treasury.gov.za). In accordance with the PPPFA, submissions will be adjudicated on **80/20** points system and the evaluation criteria.
- 5.2. This bid will be evaluated in three (3) phases, namely: Administrative and Mandatory Compliance, Functionality and Price & Specific goals.

**a). Step 1: Mandatory and Compliance Requirements:**

Document that must be submitted	Non-compliance with items against which a “YES” is denoted shall result in disqualification	
Invitation to Bid	YES	Complete and sign the supplied pro forma document.
Tax Status	YES	i. Proof of Registration on National Treasury - Central Supplier Database (attach CSD report/ provide the CSD supplier number).

Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
Bidders' Disclosure	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form	NO	<ul style="list-style-type: none"> <li>• Non-submission of Preference Point Claim Form will lead to a zero (0) score on Special Goals.</li> <li>• Proof of Specific goals Ownership and verification will be confirmed using the following documents namely:               <ul style="list-style-type: none"> <li>✓ CIPC documents,</li> <li>✓ valid copy of B-BBEE certificate,</li> <li>✓ copy of Identity document, or</li> <li>✓ medical report for disability ownership</li> </ul> </li> </ul> <p><b>NB: Failure to attach proof, the tenderer will be allocated 0 points on specific goals</b></p>
Accredited Professional Body Registered	YES	<p>Proof of registration from National Contract Cleaners Association (NCCA) or similar registered body.</p> <p><b>NB: The proof of registration must indicate the practitioner's registration number and the SANC reserves the right to verify the authenticity of the registration with the relevant authorities.</b></p>
Compliance Certificate	YES	<ol style="list-style-type: none"> <li>1. Provide a <b>valid</b> letter of good standing from the Department of Employment and Labour (Compensation for Occupational Injuries and Diseases Act 130, 1993 as amended); and</li> <li>2. Provide a <b>valid</b> proof of registration of Unemployment Insurance Fund (UIF).</li> </ol> <p><b>NB: Letter to tender will not be accepted.</b></p> <p><b>NB: The expired letter of good standing and registration of UIF, application form and circular from the DEPT of Employment and Labour will not be considered.</b></p> <p><b>NB: The SANC reserves the right to verify the authenticity of the registration with the Department of Employment and Labour.</b></p>

Document that must be submitted	Non-compliance with items against which a “YES” is denoted shall result in disqualification	
Locality	YES	<p>The bidder must submit proof of the physical address of their business premises (proof of municipal account in the name of the company / letter from the municipal / Tribal Authority, lease agreement, municipality account in the name of the Director or owner of the company).</p> <p><b>N.B The SANC will appoint a service provider who has an office/branch in Gauteng.</b></p>
Company Track Record	YES	<p>A minimum of three (3) Reference letters from government institutions/ municipality, public entities and corporates institutions rendering the provisioning of cleaning service not older than five (5) years.</p> <ul style="list-style-type: none"> <li>• Reference letter must be on client letterhead and contain the following: nature of service, date, name and surname of contact person including contact details (telephone or e-mail address).</li> </ul> <p><b>NB: Reference letters from sub-contracting work must be accompanied by Service Level Agreement between the main contract and awarding institution. The main contract and sub-contractor must also submit their signed SLA. The validity of the reference letter will be determined by signature date. The SANC reserve the right to verify the authenticity of the reference letter.</b></p>
Compulsory Site briefing session	YES	<p>The compulsory site briefing will be held as follows:</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> 13 February 2025</li> <li>• <b>Time:</b> 11H00</li> <li>• <b>Venue:</b> Cecilia Makiwane Building, 602 Pretorius Street Arcadia, 0083</li> </ul> <p><b>NB: The bidders must submit their bids with the attendance certificate.</b></p>
Written price quotation	YES	<p>Submit a detailed written price schedule as per item 3 of ToR (scope of work and deliverable).</p>

**b). Step 2: Functionality**

Any proposed bid which does not meet a minimum threshold of **70 points out of 100 points** will not be considered further.

The following formula will be used to convert to the points scored against the weight:

$$Ps = \left( \frac{So}{Ms} \right) \times 100$$

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of bid under consideration

Ms = Maximum possible score

The following criteria and weights shall apply when considering bids:

Criteria	Weighting/ Points
<p><b>1. COMPANY EXPERIENCE:</b></p> <p>1.1. The service provide must provide details of company structure or organogram as well as a profile of key personnel = <b>(10 Points)</b>.</p> <p>1.2. Provide work/project plan on how the service aligned to scope and deliverables reference section 3 of terms of reference will be executed = <b>(10 Points)</b>.</p>	<b>20 Points</b>
<p><b>2. METHODOLOGY AND APPROACH</b></p> <p>The bidder must submit a detailed plan for the first 30 days before commencement of contract and 30 days after commencement detailing activities for site establishment. (The ability to supply and install all equipment required by SANC).</p> <p>2.1. The <b>detailed plan</b> should include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• The bidder is required to outline the detailed plan prior implementation including supply of consumables turnaround time = <b>15 Points</b>.</li> <li>• The availability of fleet with a minimum of 1 or more vehicles to render a service, with proof of registration or rental agreement under the company’s name = <b>15 Points</b>.</li> </ul> <p>2.2. <b>Contingency Plan</b></p> <ul style="list-style-type: none"> <li>• The bidder must indicate the risk management with regard to resources, transport, relievers, etc and mitigation strategy = <b>10 Points</b>.</li> </ul>	<b>40 Points</b>

<p><b>3. PROJECT SUPERVISOR /LEADER</b></p> <p>3.1. The Project Supervisor / Leader must have a minimum of five (5) years’ experience in managing hygiene and cleaning service projects.</p> <p>3.2. Provide copy of a CV/ Resume of the Project Supervisor / Leader , detailing the relevant years of experience.</p> <p>3.3. Level of experience in managing hygiene and cleaning service projects:</p> <p>3.3.1. Five (5) years’ experience and more = <b>(30 Points)</b>.</p> <p>3.3.2. Four (4) years’ experience = <b>(20 Points)</b>.</p> <p>3.3.3. Three (3) years’ experience to Two (2) years = <b>(10 Points)</b>.</p> <p>3.3.4. Less than two (2) years = <b>(0 Points)</b>.</p>	<p><b>30 Points</b></p>
<p><b>4. RESOURCES AND EQUIPMENT</b></p> <p>4.1. Provide detailed work plan that entails the following areas:</p> <ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE) including uniform = <b>10 Points</b>.</li> <li>• No submission of detailed presentation of the appropriate resource and equipment = <b>0 points</b>.</li> </ul>	<p><b>10 Points</b></p>
<p><b>Total</b></p>	<p><b>Points</b></p>

**c). Step 3: Evaluation On Price and Specific Goals**

**Price Calculations**

The following formula must be used to calculate points out of 80 for price in respect of an invitation for a tender with a rand value from R 2000.00 to or below R50 millions inclusive of all applicable taxes:

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

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid or offer under consideration

P<sub>min</sub> = Price of lowest acceptable bid or offer.

**ALLOCATION OF PREFERENCE POINTS BASED ON SPECIFIC GOALS.**

The South African Nursing Council tenders will be evaluated on the following specific goals premised on addressing the legacy of apartheid’s historical injustices, with a consideration on the following categories (of Historically Disadvantaged People - HDP) using race, gender, youth, and people with disability.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

**Preferential points will be allocated as per table below:**

<b>Specific goal</b>	<b>80/20 Preference Point system</b>
Black Ownership	8
Black Women Ownership	4
Black Youth Ownership	4
Disability Ownership	4
<b>Total Points allocated to Specific Goals</b>	<b>20</b>

Black Ownership points will be awarded to a Tenderer who has a 51% or more black ownership. Black ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black ownership will be awarded as follows:**

<b>Black Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black ownership	8
Tenderers who have 51% to 99% black ownership	5
Tenderers who have less than 51% black ownership	0

Black women ownership points will be awarded to a Tenderer who has a 30% or more black women ownership. Black women ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.



**Preferential points for black women ownership will be awarded as follows:**

<b>Black Women Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black women ownership	4
Tenderers who have 30% to 99% black women ownership	2
Tenderers who have less than 30% black women ownership	0

Black youth ownership points will be awarded to a Tenderer who has a 30% or more black youth ownership. Black youth ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for black youth ownership will be awarded as follows:**

<b>Black Youth Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 100% black youth ownership	4
Tenderers who have 30% to 99% black youth ownership	2
Tenderers who have less than 30% black youth ownership	0

Disability Ownership points will be awarded to a Tenderer who has a 20% or more disability ownership owners. Disability ownership will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

**Preferential points for disability ownership will be awarded as follows:**

<b>Disability Ownership</b>	<b>80/20 Preference Point system</b>
Tenderers who have 20% or more owners with disability	4
Tenderers who have less than 20% owners with disability	2
Tenderers who have 0% owners with disability	0

**NB – The SANC will verify the Tax status outcome on the CSD report/ SARS e-Filing report:**

- i. A bidder whose tax status is Non-Compliant will be notified of their tax matters and must meet their outstanding tax obligations within seven (7) days.
- ii. Should the bidder fail to provide a written proof of their tax compliance status within Seven (7) days, the SANC will reject the bid submitted by the bidder.

**PRICE SCHEDULE- FIRM PRICES (PURCHASES)**

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

Name of bidder: _____	Bid number: <u>SCM 01/01/2024/SANC</u>
Closing Time: <u>12H00</u>	Closing date: <u>28 FEBRUARY 2025</u>

**PRICE SCHEDULE**

**TABLE 1: PROVISION OF CLEANING SERVICES AND CONSUMABLES**

Item No.	Description	Quantity	Monthly Price	12 Months	Total for 12 months
1.	<b>Rental of Hygiene Equipment: Monthly</b>				
	1.1	T3 toilet paper holders	39		
	1.2	Foam sanitizer dispensers	39		
	1.3	Hand lotion dispensers	21		
	1.4	Liquid soap dispensers	21		
	1.5	Electric hand dryers	21		
	1.6	Automatic air freshener dispenser	21		
	1.7	SHE 12 litres slim line design	24		
2.	<b>Provision of Monthly Consumables: Monthly</b>				
	2.1	Soft toilet paper	48 x 25 bales		
	2.2	Seat sanitizers	39		
	2.3	Hand lotion	21		
	2.4	Liquid soap	21		
	2.5	Air freshener	21		
	2.6	Sanitary napkin bag (SHE bin plastic bag)	24 x 4		

	2.7 P-mat Urinal	13			
	2.8 Hand paper towel (titan garage roll), Type 3 (premium grade):	16			
3.	Labour of the cleaners	7			
4.	General Cleaning Equipment and Materials				
<b>Total</b>					
<b>VAT</b>					
<b>Grand Total</b>					

**TABLE 2: DEEP CLEANING OF CARPETS (QUARTERLY SERVICE)**

Item No.	Description	Quantity	Quarterly price	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1.	Deep Cleaning of Carpets	4							
<b>Total</b>									
<b>VAT</b>									
<b>Grand Total</b>									

**TABLE 3: CLEANING OF WINDOWS (QUARTERLY SERVICE)**

Item No.	Description	Quantity	Quarterly Price	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1.	Cleaning of Windows	4							
<b>Total</b>									
<b>VAT</b>									
<b>Grand Total</b>									

**TABLE 4: SUMMARY OF THE TOTAL CONTRACT**

Item No.	Description	Frequency	Year 1 (VAT Inclusive)	Year 2 (VAT inclusive)	Year 3 (VAT Inclusive)	Year 4 (VAT Inclusive)	Year 5 (VAT Inclusive)	TOTAL
1.	Rental of Hygiene Equipment	Monthly						
2.	Provision of Monthly Consumables	Monthly						
3.	Labour	Monthly						
4.	Deep Cleaning of Carpets	Quarterly						
5.	Cleaning of Windows	Quarterly						
6.	Cleaning Equipment	Monthly						
<b>Total</b>			<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>Grand Total</b>								

Required by: **South African Nursing Council**

Required at (Address): Cecilia Makiwane Building  
602 Pretorius Street  
Arcadia, Pretorius 0083

Brand and model (if applicable): .....

Country of origin (if applicable): .....

Guarantee period (if applicable): .....

Does the offer comply with the specification?  Yes  No  N/A

**\*Mark the relevant block with an X**

If not to specification, indicate deviation(s) .....

How long it will take for the bidder to deliver goods/services after receipt of a purchase order? .....

(Only firm delivery period will be considered)

**DECLARATION BY THE BIDDER:**

I .....confirm that the information furnished is correct and true. I accept that the South African Nursing Council may act against me should this declaration prove to be false.

Name of Bidder:.....Position:.....

Signature:.....Date:.....

## 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 000 000.00 (all applicable taxes included).

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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 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<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = 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 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

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = 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—



(a) an invitation for tender for income-generating contracts, that either the 80/20 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 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 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 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	Description of the goals	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	Tenderers who have 100% black ownership	8	
	Tenderers who have 51% to 99% black ownership	5	
	Tenderers who have less than 51% black ownership	0	
Black Women Ownership	Tenderers who have 100% black women ownership	4	
	Tenderers who have 30% to 99% black women ownership	2	
	Tenderers who have less than 30% black women ownership	0	
Black Youth Ownership	Tenderers who have 100% black youth ownership	4	
	Tenderers who have 30% to 99% black youth ownership	2	
	Tenderers who have less than 30% black youth ownership	0	
Disability Ownership	Tenderers who have 20% or more owners with disability	4	
	Tenderers who have less than 20% owners with disability	2	
	Tenderers who have 0% owners with disability	0	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
  - Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation

- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of 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:  
 .....  
 .....

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

### 3 DECLARATION

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

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

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