

INVITATION TO BID



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER/SERVICE PROVIDERS TO RENDER PEST CONTROL/FUMIGATION TO ALL BUILDINGS OF THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

Bid No: ZNT 1995/2019 LG

COMPANY NAME : _____

Type of Bidder (Tick One Box)

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

Participation Capacity (Tick One Box)

Prime Contractor	
Supplier/Sub-Contractor	

RETURN OF PROPOSAL

Proposal must be deposited in the **Bid box** situated at **Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building.**

CLOSING TIME: 25 NOVEMBER 2020

CLOSING DATE: 11:00 AM

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNT 1995/2019 LG	CLOSING DATE:	25 NOVEMBER 2020	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER/SERVICE PROVIDERS TO RENDER PEST CONTROL/FUMIGATION TO ALL BUILDINGS OF THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS					
330 LANGALIBALELE STREET					
NATALIA BUILDING					
13TH FLOOR, LIFT AREA, NORTH TOWER					
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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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 PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY				CONTACT PERSON	
CONTACT PERSON				TELEPHONE NUMBER	
TELEPHONE NUMBER				FACSIMILE NUMBER	
FACSIMILE NUMBER				E-MAIL ADDRESS	
E-MAIL ADDRESS					

PART B

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 ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 THE CENTRAL SUPPLIER DATABASE ARE THE APPROVED METHOD THAT WILL BE UTILISED TO VERIFY TAX CLEARANCE COMPLIANCE.</p> <p>2.3 EACH PARTY TO A JOINT VENTURE/CONSORTIUM MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT PROOF OF REGISTRATION ON THE CENTRAL SUPPLIER DATABASE.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SECTION C (SBD 3)

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1991, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Co-operative Governance and Traditional Affairs

Contact Person: Ms Lindiwe Madlala

Tel: 033 395 2174

Fax: 086 642 8873/ 033 342 8830

Email: lindiwe.madlala@kzncogta.gov.za

ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:

Contact person: Mrs. Theo Niekerk

Contact number: 033 8952463

E-mail address: theo.niekerk@kzncogta.gov.za

SECTION E (SBD 4) DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity
Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1991 (Act No. 1 of 1991);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

- 2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

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

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES ☐ NO ☐
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

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

2.8.1 If so, furnish particulars:
.....
.....
.....

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

2.9.1 If so, furnish particulars.
.....
.....
.....

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

2.10.1 If so, furnish particulars.
.....
.....
.....

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

2.11.1 If so, furnish particulars:
.....
.....
.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SECTION F

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 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 bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

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

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

OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

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

- (a) disqualify the person from the bidding process;

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

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

OWNERS/SHAREHOLDERS/PARTNERS/SOLE PROPRIETORS/TRUSTEES / BENEFICIARIES.

(This information is required for statistical purposes only)

FULL NAME	ID NUMBER	CAPACITY : MEMBER/PART NER/ PROPRIETOR/ SHARE- HOLDER/TRUS TEE/ BENEFICIARY	% OWNERSHIP/ PARTNERSHIP/ TRUST/ CO- OPERATIVE	MALE/ FEMALE	HANDI- CAPPED YES/NO	AFRICAN (A) / COLOURED (C) / INDIAN (I) WHITE (W)	YOUTH YES/NO	% OF TIME DEVOTE D TO THE FIRM

SECTION G

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1991, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be 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 fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address)

.....

.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference bid cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

SECTION H
PRICING PAGE – FIRM PRICES
(SERVICES)

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

CLOSING DATE AND TIME: 25 NOVEMBER 2020 @ 11:00 VALIDITY PERIOD: 120 DAYS

BID NO: ZNT 1995/2019 LG		PERIOD : 36 MONTHS	
APPOINTMENT OF A SERVICE PROVIDER/SERVICE PROVIDERS TO RENDER PEST CONTROL/FUMIGATION TO ALL BUILDINGS OF THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS		NAME AND ADDRESS OF BIDDER(FIRM)	
		
		TEL:..... FAX:.....	
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>		YES / NO <i>(Delete which is not applicable)</i>	
TOTAL BID PRICE ** (ALL APPLICABLE TAXES INCLUDED)		R	
BID PRICE IN WORDS ** (ALL APPLICABLE TAXES INCLUDED)			
REMARKS (If any):	 (Signature of Bidder)	
		DATE: (Signature of Witness)	
		DATE:.....	

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

****all applicable taxes** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

SECTION I (SBD 7)
AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on 20....., Mr/Mrs whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of (Name of Company).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

SIGNATURE.....

DATE.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....

.....
.....

We, the undersigned partners in the business trading as.....
hereby authorize to sign this bid as well as any contract resulting from
the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of
(company name)

..... SIGNATURE SIGNATURE SIGNATURE
..... DATE DATE DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at.....

..... Mr/Ms....., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of Close Corporation)
.....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1..... **WITENSS: 2**.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of cooperative)
.....

SIGNED ON BEHALF OF CO-OPERATIVE:.....
(PRINT NAME)

IN HIS/HER CAPACITY AS: **DATE:**.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

WITNESSES: 1 **WITNESS:- 2**

F. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on 20

Mr/Mrs.....(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1 **WITNESS: - 2**

G. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....

Mr/Mrs.....and Mr/Mrs.....
(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on
behalf of:(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE:..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SECTION J (SBD 8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:.....		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:.....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:.....		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:.....		

CERTIFICATION

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION K (SBD 9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1991, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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

- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
9. 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 consortium³ will not be construed as collusive bidding.
10. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
11. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
12. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1991 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Date

.....
Name of Bidder

³ 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.

**SECTION L
SPECIAL CONDITIONS OF CONTRACT**

SECTION 1: DEFINITION OF TERMS

1.1 SERVICE

The services to be rendered by professional service providers must be rendered in terms of this contract.

1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

1.5 PARTIES

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

1.8 DEPARTMENT

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

1.9 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

SECTION 2: IMPORTANT INFORMATION TO NOTE

2.1 This bid is invited and will be awarded and administered in terms of the following:-

- 2.1 KwaZulu-Natal Supply Chain Management Policy Framework,
- 2.2 Section 217 of the Constitution,
- 2.3 The PFMA and its Regulations in general,
- 2.4 The Preferential Procurement Policy Framework Act,
- 2.5 National Treasury guidelines, and
- 2.6 Provincial Treasury's Supply Chain Management Practice Notes and guidelines

2.2 **REQUIRED COMPULSORY INFORMATION**

2.2.1 The bidder shall ensure that all the required information is furnished; viz:-

- 2.2.1 Declaration of interest (SECTION E)
- 2.2.2 Authority to sign a bid (SECTION I),

- 2.2.3 Conditions of Bid (SECTION G)
- 2.2.4 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.
- 2.2.5 A valid certified copy of B-BBEE Status Level Verification Certificate/ Letter from Sworn Affidavit must be submitted with the proposal.

NOTE: Failure to submit the required information may invalidate the entire proposal.

SECTION 3: SPECIAL CONDITIONS OF CONTRACT

3.1 ACCEPTANCE OF BID

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

3.2 APPEALS

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

3.3 AMENDMENT OF CONTRACT

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

3.4 CHANGE OF ADDRESS

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3.5 COMMUNICATION

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,
Department Co-operative Governance and Traditional Affairs,
Private Bag X9078,
Pietermaritzburg
3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-395 2174**

3.6 COMPLETENESS OF BID

- 3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

3.7 COMPLETION OF SPECIFICATION

- 3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

3.8 CONDITIONS OF BID

- 3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.
- 3.8.2 No bid received by telegram, telex, or facsimile will be considered.
- 3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.
- 3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.
- 3.8.5 Bidders must provide the following particulars about themselves as part of the bid:

3.8.5.1 Where they have their Headquarters

3.8.5.2 Where they have their Regional Office.

3.8.5.3 Name, address and telephone number of bankers together with their bank account number.

3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

- 3.9 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

3.9.1 By whom, or with whose assistance, was the business plan drafted?

3.9.2 By whom, or with whose assistance, were the bid prices calculated?

3.9.3 Whose advice is relied on?

3.9.4 Who will provide financial support?

- 3.10 A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

3.11 CONFIDENTIALITY

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

3.12 CONTRACT PERIOD

3.12.1 There contract period shall remain in force for a period of 36 months from date of signing off the official contract.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

3.13 EQUAL BIDS

3.13.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

3.14 EXECUTION CAPACITY

3.14.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

3.15 EXTENSION OF CONTRACT

3.15.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

3.16 GENERAL EVALUATION CRITERIA

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.
- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Preferences will be taken into consideration by the Department in terms of the B-BBEE Scorecard.
- e. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- f. Did the bidder attend the site inspection/ briefing?
- g. Will the bidder be in a position to successfully execute the contract?
- h. The 80/20 Point System will apply in the evaluation of this bid.

3.17 IRREGULARITIES

- 2.17.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

3.18 JOINT VENTURES

- 3.18.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.
- 3.18.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 3.18.3 A trust, consortium or joint-venture must obtain and submit **a consolidated B-BBEE Status Level Verification Certificate**. The non-submission of a consolidated B-BBEE Certificate by a company will result in preference points not being allocated to such company. Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

3.19 LATE BIDS

- 3.19.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 3.19.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

3.20 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS

- 3.20.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Tradition Affairs' Supply Chain Management unit.

3.21 PRO RATA DECREASE OF COMPENSATION

- 3.21.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraph **3.27** hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

3.23 CENTRAL SUPPLIERS DATABASE

- 2.23.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder

who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.

- 3.23.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

3.24 SUBMISSIONS AND COMPLETION OF SBD 6.1

- 3.24.1 Bidders are to complete SBD 6.1 document where applicable. Failure by the bidder to submit a valid B-BBEE status level verification certificate will result in the bidder not being considered for preference points allocation. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

3.25 TERMINATION OF SERVICES

- 3.25.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.

3.26 TAX CLEARANCE CERTIFICATE

- 3.26.1 The central supplier database and the tax compliance status pin are the approved methods that will be utilised to verify Tax Clearance compliance.

3.27 UNSATISFACTORY PERFORMANCE

- 3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- (i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:
- (a) take action in terms of its delegated powers
- (b) make a recommendation for cancellation of the contract concerned.

3.28 VALIDITY PERIOD AND EXTENSION THEREOF

- 3.28.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend the validity (binding) period. Should this occur, the Department will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

3.29 VAT

- 2.29.1 Bid prices must be inclusive of VAT.
- 2.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :—
- (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
- (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax

charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

3.30 REGISTERED ADDRESS

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :

The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

14 th floor, South Tower, Natalia Building. 330 Langalibalele Street PIETERMARITZBURG 3200	Private Bag X9078, PIETERMARITZBURG 3200
--	--



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

BID NUMBER: ZNT1995/2019LG

**APPOINTMENT OF A SERVICE
PROVIDER/SERVICE PROVIDERS TO RENDER
PEST CONTROL/FUMIGATION TO ALL BUILDINGS
OF THE DEPARTMENT OF CO-OPERATIVE
GOVERNANCE AND TRADITIONAL AFFAIRS**

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APPOINTMENT OF A SERVICE PROVIDER/SERVICE PROVIDERS TO RENDER PEST CONTROL/FUMIGATION TO ALL BUILDINGS OF THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

1. SERVICE REQUIREMENTS

- 1.1. The Department of Co-operative Governance and Traditional Affairs is inviting suitably qualified professional contractors to tender for the provision of pest control/fumigation, sanitization and disinfection for all of its buildings.

1.2. PEST CONTROL

The successful service provider/s is/are expected to provide a service that manages different types of pests, e.g.

- (i) Rodents
- (ii) Creepy crawlies
- (iii) Flying insects
- (iv) Critters

2. OPERATIVE CONDITIONS

2.1. DESCRIPTION OF SITES:

- (a) Southern Life Plaza Building – 271 Church Street

Multi-storey building with 7 working floors and 251 offices

2 basement parking areas

Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.

Floors have kitchenettes and ablution facilities for male and female

Number of occupants: 250

Total Space – 7101.63 m²

- (b) Wadley House – 115 Jabu Ndlovu Street

Multi-storey building with 9 working floors with 150 offices

Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.

Floors have kitchenettes and ablution facilities for male and female

Outside parking lot

Number of occupants: 145

Total space – 6 500 m²

- (c) Whitby Lodge – 110 Langalibalele Street

Single storey building with 7 offices and 10 offices on outside.

Number of occupants: 10 +

Total space – 255 m² + 307.38 m²

(d) Mkhondeni Building – 66 Shorts Retreat Street

Multi-storey building with 2 working floors and 25 offices
Reception area, open-plan and cellular office space with boardrooms,
storerooms and server rooms.
Floors have kitchenettes and ablution facilities for male and female

Outside parking area

Number of occupants: 16

Total space – 4183 m²

(e) Mayville Building – 7 Buro Crescent

Multi-storey building with 3 working floors and 86 offices
Reception area, open-plan and cellular office space with boardrooms,
storerooms and server rooms.
Floors have kitchenettes and ablution facilities for male and female

Outside parking area

Number of occupants: 126

Total space – 4 500m²

(f) Queensburgh – 1 Natalia Road, Northdene

Single storey building with 22 offices
Reception area, open-plan and cellular office space with boardrooms,
storerooms and server rooms.
Kitchenettes and ablution facilities for male and female

Outside parking area and guard house.

Number of occupants: 21

Total space – 540m²

(g) Westville – 49 Norfolk Terrace

Single storey building with 10 offices
Reception area, open-plan and cellular office space with boardrooms,
storerooms and server rooms.
Kitchenettes and ablution facilities for male and female

Outside parking area

Number of occupants: 4

Total space – 260m²

(h) Stanger – Albert House -

Double storey building with 19 offices on first floor
Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.
Kitchenettes and ablution facilities for male and female

Outside parking area

Number of occupants: 18

Total space – 537 m²

(i) Richards Bay

Double storey building with 10 offices on ground floor
Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.
Kitchenettes and ablution facilities for male and female

Outside parking area

Number of occupants: 4

Total space – 629.2 m²

(j) Mkhuze – 52 of 60 Mzolozolo Avenue

Single storey building with 27 offices
Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.
Kitchenette and ablution facilities for male and female

Outside parking area

Number of occupants: 10

Total space – 508 m²

(k) Ladysmith – 57 Fairclough Road

Single storey building with 10 offices
Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.
Kitchenette and ablution facilities for male and female

Outside parking area

Number of occupants: 16

Total space – 540m²

(l) Dundee – 26 Beaconsfield Road

Single storey building with 21 offices
Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.

Kitchenettes and ablution facilities for male and female

Outside parking area

Number of occupants: 19

Total space – 543m²

(m) Newcastle – 56 York Street

Single storey building with 18 offices

Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.

Kitchenette and ablution facilities for male and female

Outside parking area

Number of occupants: 11

Total space – 592.8 m²

(n) Ixopo – FNB Building, 21 Margaret Street

14 offices in basement of a multi-storey building

Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.

Kitchenette and ablution facilities for male and female

Number of occupants: 13

Total space – 446m²

(o) Ugu – 1254 Frere Road, Shelley Beach

Occupying 9 offices on one floor of a multi-storey building

Reception area, open-plan and cellular office space with boardrooms, storerooms and server rooms.

Kitchenette and ablution facilities for male and female

Outside parking area

Number of occupants: 15

Total space – 500m²

(p) Natalia building – 330 Langalibalele Street, Pietermaritzburg (sanitisation and disinfection only)

Multi-storey building with 11 working floors and 203 offices both open-plan and cellular office space with boardrooms, storerooms and server rooms.

Floors have kitchenettes and ablution facilities for male and female

Number of occupants 258

Total Space – 8 723m²

(q) Ulundi – King Dinizulu Road, Ulundi

Occupying open plan space on one floor of a multi-storey building
Reception area, open-plan and cellular office space with boardrooms,
storerooms and server rooms.

Number of occupants: 55

Total space –4002m²

2.1 OPERATIONAL CONDITIONS

- The rendering of Pest Control Services for a period of 36 months in and around the premises of the above-mentioned buildings.
- Necessary initial inspections and treatments to bring under control any existing infestation by rodents, creepy crawlies, flying insects, critters and many more.
- Monthly inspections of all harborages and likely harborage.
- Identifying of pest infestation and specific pest species and treatment thereof.
- Apply suitable remedy by using environmentally friendly controls.
- Carry out frequent routine visits to ensure the prevention of possible pest infestation.
- Placement of monitoring devices and visual inspection of areas and implement action plan.
- Recording of all pest and service related activities and update all reports and log sheets.
- Place on site a comprehensive pest management file containing service and company details.
- Conduct the identification for all the trouble spots and make proper intervention to resolve. Service reports to be handed to client.
- Identification to be conducted within the acceptable environmental requirements and controls.
- In cases where the address of a building changes, the service provider will still have to provide a service at the new building. The service provider will be given a month's notice of any address changes.

2.2. SCOPE OF WORK

- a. The prospective service provider is expected to undertake pest control and fumigation of all office areas as well as toilets, kitchens, storerooms, server rooms and parking lots within the above-mentioned buildings during office hours between 07:30 and 16:00 on a weekday.
- b. Fumigation to be undertaken at all sites with full finding reports that must be forwarded to the Facilities Manager who will endorse the reports.
- c. All pesticides, insecticides and fumigation materials to be used must be compliant to the South African Bureau of Standards code of practice and Department of Agriculture approved.
- d. Only environmentally friendly chemicals that have no secondary effect on the environment must be used.
- e. All pest control services are to be undertaken in compliance with Occupational Health and Safety Act 85 of 1993.

2.3. DESCRIPTION AND FREQUENCY OF SERVICES

Description of services: inspect, treat, prevent and control	Frequency
<u>Rodent bait stations</u> Bait stations should be placed on the interior and exterior and parking lots of the building. Service and maintenance of these should be performed on a monthly basis.	Monthly
<u>Crawling insect treatment</u> Preventative measures should be taken to prevent insects from re-nesting. Spray with South African Bureau of Standards approved chemicals. For spraying inside the buildings chemicals should be odourless and not harmful to humans.	Monthly
<u>Flying insects treatment and control</u> Preventative measures should be taken to prevent insects from re-nesting.	Monthly
<u>Critters</u> Preventative measures should be taken to prevent insects from re-nesting.	Monthly
Identification	Every six months

3. COMPLIANCE TO MINIMUM STANDARDS

3.1. NECESSARY REGISTRATION AND QUALIFICATIONS

The Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Acts 36 of 1947) provides the legislation governing the use and application of pest control products in industry. The organization must be registered in terms of the Fertilizers; farm feeds agricultural remedies and stock remedies (Act 36 of 1947) – Pest controller Regulations.

The South African Pest Control Association (SAPCA) provides guidelines to good practice within the industry.

The Pest Control Services Industry Board trains and registers pest control companies and individuals who operate within the industry. All Pest Control Operators that the bidder supplies to render the service must be registered as Pest Control Operators in terms of Fertilizers; farm feeds agricultural remedies and stock remedies (Act 36 of 1947) section 2 subsection 2 and must possess a level 2 SAQA (South African Qualification Authority) qualification or a relevant AgriSETA qualification or equivalent.

3.2. ASSUMPTION OF DUTY

Bidders must be in a position to assume duty within four (4) weeks after acceptance of the tender.

3.3. MINIMUM WAGES

It is expected that the bidder shall pay his/her employees at least the minimum monthly basic wage, as prescribed by the Labour Relations Act, 1995 (Act No.66 of 1995). The wages must be in line with the grades which the Pest Control Operators have acquired at the time of deployment at the COGTA sites.

3.4. OATH OF SECRECY AND VETTING

Site Managers, supervisors and pest control operators are prohibited from reading documents or records in offices or handling thereof.

No information concerning the state's activities may be furnished to the public or media by the contractor or any of his/her employees.

3.5. PEST CONTROL OPERATORS

Pest Control Operators supplied to render the service must be trained in accordance with the AgriSETA or SAQA standard and at SAQA accredited centres. The Pest Control Operators must understand and be able to implement the Fertilizers; farm feeds agricultural remedies and stock remedies (Act 36 of 1947).

The bidder shall, in order to ensure the continuity of the service to be rendered, allocate specific personnel to the specific sites according to their capabilities.

At all times pest control operators must present an acceptable image and appearance which includes amongst others, grooming and other requirements.

The contractor shall ensure that, at the commencement of the contract, all pest control operators are deployed in complete uniform which shall be according to industry standard.

Bidders must keep proper site files as well as appropriate documents of all pest control operators who are employed for rendering the service and these documents must be available for inspection by representatives of the Department of Cooperative Governance and Traditional Affairs.

The Department retains the right to require from the contractor, that any of his/her employees be replaced, in cases of misconduct, should justifiable reasons exist, in which case the employee must leave the site forthwith. The Department will not be responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.

The site managers, supervisors and pest control operators must at all times present a dedicated attitude.

Under no circumstances will any pest control operators be allowed to trade on the premises.

3.6. EMERGENCY SITUATIONS

The bidder must have a well-established and equipped twenty-four (24) hour pest control or contact service for emergency requirements.

The bidder must have a Site Manager who will be reachable on a twenty-four (24) hours basis.

Bidders must undertake to provide a reasonable number of personnel required for the rendering of services at the sites during emergency situations.

3.7. PEST CONTROL SERVICES

The quality of the service to be rendered must be in accordance with the acceptable standard of the trade concerned.

It is the responsibility of the contractor to ensure that personnel in his/her service and especially those deployed at the Department of Cooperative Governance and Traditional Affairs meet the requirements at all times.

All possible steps shall be taken by the contractor to ensure that the contract, intended execution of this agreement will take place. These steps include inter alia, the following:

- a) The protection of state officials from injury, death or any other offences, including offences referred to in all Schedules of the Criminal Procedures Act, 1977 (Act 51 of 1977).
- b) The protection of state property at the intended sites and the protection of said property against damage, vandalism, or theft.
- c) Ensure that there is no interruption of the Department of Cooperative Governance and Traditional Affairs' business process.

3.8. CONTACT WITH DEPARTMENTAL REPRESENTATIVE

The contractors shall furnish a monthly and quarterly report of the pest control services, problems, etc which transpired in the previous month to the Department of Cooperative Governance and Traditional Affairs Facilities Manager.

3.9. INSPECTIONS

The Department retains the right to inspect the service rendered by the contractor at any time in order to ensure that the service rendered is satisfactory and in accordance with the conditions of the contract and the site specification.

3.10. GENERAL

The contractor's personnel must at all times refrain from littering and keep the grounds/building/work area occupied by them clean, hygienic and neat.

The contractor shall not erect or display any sign, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever, in or to the Department's buildings or sites or any part thereof without written consent. The contractor shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.

Any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed and the contractor shall be held responsible for the costs of such removal.

4. BID EVALUATION

If a Bidder does not comply fully with each of the pre-qualifying criteria and administrative criteria (including submitting all information as required), it shall be regarded as non-compliance and the bid shall be disqualified. Unanswered questions will be regarded as a 'Not Comply'. The Department has decided to apply pre-qualifying criteria to advance certain designated groups, therefore only one or more of the following tenderers may respond.

PRE- QUALIFICATION CRITERIA

Requirement	Yes	No	Required Document
A company must be a level 1 B-BBEE contributor and EME or QSE.			B-BBEE status level verification certificate confirming B-BBEE Level 1 contributor/ Sworn in affidavit and confirmation of being an EME or QSE

ADMINISTRATIVE CRITERIA

Requirement	Method of verification (By Department)	YES / NO
a) Registration as an employer with the Compensation Commissioner	Proof thereof, in the form of a valid certified copy of registration must be attached to the bid.	
b) Unemployment Commissioner (UIF)	Proof thereof, in the form of a valid certified copy of registration must be attached to the bid.	
c) Company registration with the SAPCA (South African Pest Control Association) and/or PCISB (Pest Control Industry Services Board) or equivalent	Proof thereof, in the form of a valid certified copy of registration must be attached to the bid	

FUNCTIONALITY CRITERIA

QUALIFICATIONS	WEIGHTS	SCORING CRITERIA
Company profile which details the years of operation of the company. At least three (3) years' experience in providing pest control services.	50	3 and more years= 50 1 – 2 years= 30 Less than 1 year= 0
Provide at least three or more references by attaching reference letters as proof.	50	3 or more= 50 2= 30 1= 10
TOTAL	100	

The score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70 points for functionality will be evaluated and scored in terms of pricing and socio economic goals as indicated hereunder.

NB: The Department of Cooperative Governance and Traditional Affairs maintains the prerogative to conduct inspections of the services rendered by the shortlisted bidders, including infrastructure, human resources and availability of equipment.

5. SCHEDULE OF PRICES

Costs to include travelling and call-out fees.

NB: PRICE ESCALATION FEES

Escalation fees will be effected on every anniversary and must be consistent with the CPI rate.

YEAR 1					
NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
SOUTHERN LIFE PLAZA	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
WADLEY HOUSE & WHITBY LODGE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MKHONDENI	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
IXOPO	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
PORT SHEPSTONE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
YEAR 1					

CONT					
NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
MAYVILLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
QUEENSBURGH	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
WESTVILLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
STANGER	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
RICHARDS BAY	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MKHUZE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
YEAR 1					

CONT					
NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
LADYSMITH	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
DUNDEE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
NEWCASTLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
ULUNDI	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
				GRAND TOTAL	

NB: THE GRAND TOTAL IS THE TOTAL OF ALL BUILDINGS THAT THE BIDDER IS QUOTING ON COMBINED. THIS TOTAL MUST BE CARRIED FORWARD TO PAGE 56

YEAR 2:	
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NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
SOUTHERN LIFE PLAZA	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
WADLEY HOUSE & WHITBY LODGE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MKHONDENI	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
IXOPO	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
PORT SHEPSTONE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MAYVILLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
YEAR 2: CONT					

NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
QUEENSBURGH	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
WESTVILLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
STANGER	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
RICHARDS BAY	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MKHUZE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
LADYSMITH	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
YEAR 2: CONT					

NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
DUNDEE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
NEWCSATLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
ULUNDI	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
				GRAND TOTAL	

NB: THE GRAND TOTAL IS THE TOTAL OF ALL BUILDINGS THAT THE BIDDER IS QUOTING ON COMBINED. THIS TOTAL MUST BE CARRIED FORWARD TO PAGE 56

YEAR 3:					
NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
SOUTHERN LIFE PLAZA	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
WADLEY HOUSE & WHITBY LODGE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MKHONDENI	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
IXOPO	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
PORT SHEPSTONE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MAYVILLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	

YEAR 3: CONT					
NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
QUEENSBURGH	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
WESTVILLE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
STANGER	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
RICHARDS BAY	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
MKHUZE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
LADYSMITH	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	

YEAR 3: CONT					
NAME OF BUILDING	DESCRIPTION OF SERVICES	FREQUENCY	AMOUNT PER SQ METER	MONTHLY AMOUNT (INCL VAT)	TOTAL FOR THE YEAR (INCL VAT)
DUNDEE	Rodent bait stations	Monthly			
	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
	Rodent bait stations	Monthly			
NEWCSATLE	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
	Rodent bait stations	Monthly			
ULUNDI	Crawling insect treatment	Monthly			
	Flying insects treatment and control	Monthly			
	Critters	Monthly			
	Identification	Every six months			
				TOTAL	
				GRAND TOTAL	

NB: THE GRAND TOTAL IS THE TOTAL OF ALL BUILDINGS THAT THE BIDDER IS QUOTING ON COMBINED. THIS TOTAL MUST BE CARRIED FORWARD TO PAGE 56

DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

EXAMPLE FORMAT

FRONT SIDE OF ENVELOPE	
Name and address of bidder:	XYZ Consultants, PO Box 1234, Durban 4000
Bid/Quotation Number:	ZNT 1995/2019 LG
Description:	APPOINTMENT OF A SERVICE PROVIDER/SERVICE PROVIDERS TO RENDER PEST CONTROL/FUMIGATION SERVICES TO ALL BUILDINGS OF THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
Closing date:	25 NOVEMBER 2020
Closing time:	11:00

REVERSE SIDE OF ENVELOPE	
Department's details and address:	The Head: Supply Chain Management Department of Co-operative Governance and Traditional Affairs 13 th Floor, North Tower Natalia Building 330 Langalibalele Street Pietermaritzburg 3201

RETURNABLE DOCUMENTS

BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:

CERTIFIED COPY OF B-BBEE STATUS VERIFICATION CERTIFICATE
VALID PIN STATUS FROM SARS VALID FOR A MINIMUM OF 12 MONTHS
COMPANY PROFILE
PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)
PDF COPY OF COMPLETED TENDER DOCUMENT AND ATTACHMENTS SCANNED TO A DISK/STICK (COMPULSORY)

ANNEXURE “B”

GENERAL CONDITIONS OF CONTRACT1

THE NATIONAL TREASURY
Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

1 A copy of the complete document set containing the General Conditions of Contract is available on www.kzncogta.gov.za/bids

GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices