



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**CAPRICORN TVET COLLEGE
CENTRAL OFFICE**

☎ (015) 230 1800

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🌐 www.capricorncollege.edu.za

📍 16 & 18 Market Street, 0699 Polokwane

✉ Private Bag X9674, Polokwane 0700



**CAPRICORN TVET COLLEGE
CCTVET/07/2025/05**

REQUEST FOR PROPOSAL TO APPOINT A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT FOUR CAMPUSES OF CAPRICORN FOR A PERIOD OF THREE YEARS (03) YEARS

Name of Company	
Address	
Tender Amount (Vat Incl.) Polokwane Campus	
Tender Amount (Vat Incl.) Seshego Campus	
Tender Amount (Vat Incl.) Senwabarwana Campus	
Tender Amount (Vat Incl.) Ramokgopa Campus	
Tel (Office) Number	
Fax (Office) Number	
Cell Number	
E-Mail	

BID CLOSING DATE: 012 JUNE 2025 AT 10:00

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SECTION 1: INVITATION TO BID

CAPRICORN TVET COLLEGE Invites potential and Experienced Services Providers to

Bid for The Following Bid

NO	DESCRIPTION	REFERENCE	CLOSING DATE & TIME	COMPULSORY BRIEFING SESSION
1	Appointment of a panel of service providers maximum of three for learner and teaching support material (LTSM) which includes, ISAT/ICAS material, student devices, textbooks, consumables, learner stationery and workshop machineries for a period of 3 years.	CCTVET/05/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
2	Appointment of Service Provider for Learner Management System.	CCTVET/06/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
3	Appointment of Service Provider for Cleaning Services at 4 Campuses of Capricorn TVET College for a Period of 3 years.	CCTVET/07/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
4	Appointment of Service Provider for Land Scaping Services at 4 Campuses of Capricorn TVET College for a Period of 3 years.	CCTVET/08/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
5	Appointment of Service Provider for Internal Audit Services for a Period of 3 years.	CCTVET/09/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
6	Appointment of Service Provider for WIFI installation and Maintenance at 4 Campuses of Capricorn TVET College	CCTVET/10/2025/05	12 June 2025 @10H00 16 Market Street Central Office	28 May 2025 @10H00 16 Market Street Central Office

Credible and qualified services provider are cordially invited to Bid for the above mentioned Projects and Bid documents are obtainable from College website from **22-05-2025**.

Completed Bid Documents and supporting documents must be sealed in an envelope clearly marked **with the relevant bid number** and must be placed in the Bid box located at the Reception of Central Office, no. 18 Market Street, Polokwane, 0700. Telegraphic, facsimile or other similar transmissions will not be accepted.

Proposals received after the **closing date** will not be considered and will be rejected. All SCM Enquiries must be directed to Mr KD Kganyago on dkganyago@capricorncollege.edu.za Enquiries will be attended to via email and should be made before the 05 June 2025.

All the proposals will be evaluated in accordance with the Capricorn TVET College Supply Chain Management Policy.

.....
L.J. Mamabolo

.....
DATE

SECTION 2: GENERAL CONDITIONS OF BID

1. Proprietary Information

Capricorn TVET College (Capricorn College) considers this Bid and all related information, which is provided to the respondent, to be proprietary to Capricorn College. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this bid or related information to any third party without the prior written consent of Capricorn College.

2. Enquiries

All communication and attempts to solicit information of any kind relative to this Bid should be **in writing** as follows:

All SCM enquiries must be directed to Mr K.D Kganyago on dkganyago@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

All technical enquiries must be directed to Ms Jane Moja on jmoja@capricorncollege.edu.za during office hours.

Enquiries in relation to this Bid will not be responded to after 05 June 2025 @15H00. All responses to enquiries will not be responded to individually. Responses will be consolidated into one response and will be published on the College website www.capricorncollege.edu.za from Thursday 28 May 2025.

Capricorn College may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the College on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this Bid received from bidders will be valid for a period of 90 days counted from the bid closing date. If you do not find a response or any correspondence from the College within 90 days please consider your bid unsuccessful.

4. Instructions on submission of Bids

Bids should be submitted in duplicate (1 hard copy) and one electronic copy (on CD/USB) in PDF format all bound in a sealed envelope endorsed, **CCTVET/07/2025/05 REQUEST FOR PROPOSAL TO APPOINT A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES**

AT EACH OF THE FOUR CAMPUSES OF CAPRICORN FOR A PERIOD OF THREE YEARS (03) YEARS. The sealed envelope must be placed in the bid box at the Main Reception area of the College. No. 16 Market Street, Polokwane by no later than 10:00 on **Thursday, 12 JUNE 2025.**

4.1 The bid closing date, bidder name and the return address must also be endorsed on the envelope.

4.2 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. Capricorn College will not be held responsible for any delays where bid documents are handed to the Capricorn College.

4.3 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

4.4 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the College's policy not to consider late bids for tender evaluation.

4.5 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the tender box before the closing time.

5. Preparation of Bid Response

5.1 All the documentation submitted in response to this bid must be in English.

5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, **duly certified**, must be submitted with the bid.

5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by Capricorn College in regard to anything arising from the fact that pages of a bid are missing or duplicated.

5.5 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must 5

provide written confirmation (tax compliance status pin) to this effect as part of their tender response.

5.6 Bid documents must be completed in full and each page of the bid initialized by the bidder.

5.7 Bidders should submit documents duly certified by an oath of commissioner stamp where required.

6. Supplier Performance Management

Supplier Performance Management is viewed by the College as a critical component in ensuring value for money acquisition and good supplier relations between Capricorn College and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with Capricorn College, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier performance and ensure effective delivery of service, quality and value-add to Capricorn College's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Enterprise and Supplier Development

Capricorn College promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the College and the successful bidder.

8. Capricorn College's Rights

8.1 The College is entitled to amend any bid condition, bid validity period, bid specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the bid documents have been issued and where Capricorn College have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the College's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2 Capricorn College reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the College.

8.3 Capricorn College reserves the right to award this bid as a whole or in part.

8.4 Capricorn College reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

8.5 Capricorn College reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.

8.6 Capricorn College reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the College to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

9.1 By submitting a bid in response to the bid, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to Capricorn College on the terms and conditions and in accordance with the specifications stipulated in this bid document.

9.2 The bidder shall prepare for a possible presentation should Capricorn College require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this bid.

9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by Capricorn College during the bid validity period indicated in this bid and its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.

9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the

correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this bid; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with Capricorn College, as the principal(s) liable for the due fulfilment of such contract.

9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become Capricorn College property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

10.1 Capricorn College reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

10.1.1 bidders who do not submit an original valid Tax Compliance Status pin and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide Capricorn College with its SARS issued Tax Verification PIN code giving access to the College to electronically verify tax compliance;

10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;

10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;

10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;

10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in Section 3 of the RFP document;

10.1.6 bidders who do not complete and sign the following documents:

i) SBD 1 – SBD 9 listed in Section 3 Returnable documents.

10.1.7 bid documents which are late, incomplete, unsigned, not initialed on all pages and submitted by facsimile or electronically will not be accepted.

10.1.8 If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

11. Local Production and Content

Capricorn College promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. Capricorn College reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant. Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the dti) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender.

12. Annual Financial Statements

Annual financial statements submitted must comply with the requirements of the Companies Act or the Close Corporations Act.

- i) If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders most recent financial year.
- ii) If a bidder is a registered company, annual financial statements in compliance with the provisions of the Companies Act, Act No. 71 of 2008, prepared within six (6) months of the end of the bidders most recent financial year.

13. Certified documents

All documents that require certification by a Commissioner of Oath must be certified by an institution with the necessary authority.

PLEASE NOTE THAT A VALID ORIGINAL OR COPY OR TCS PIN NUMBER OF A COMPANY'S TAX CLEARANCE CERTIFICATE (OR IN THE CASE OF A JOINT VENTURE,

OF ALL THE PARTNERS IN THE JOINT VENTURE) MUST BE SUBMITTED WITH THE BID DOCUMENT

**SECTION 3: RETURNABLE SCHEDULES AND MANDATORY ADMINISTRATIVE
DOCUMENTS**

Schedule 1

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SBD 2	SARS Tax Compliance Status Pin	13
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SBD 7	Contract Form – Rendering of Services	28
SBD 8	Declaration of Bidder's Past Supply Chain Management Practices	31
SBD 9	Certificate of Independent Bid Determination	34

Schedule 2

2.1 Original and valid SARS Tax Compliance Status Pin;

2.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

2.3 Originally certified copy of ID document for the Company Representative/s

2.4 Recent CSD Report (Not Older than 3 months)

2.5 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (where applicable)

2.6 Proof of bank account

2.7 Latest Audited Annual Financial Statements (where applicable in terms of the Companies Act)/ Independently Reviewed Annual Financial Statements.

2.8 Valid PPPFA verification certificate (Certified by a SANAS Accredited agency) indicating the

contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

- 2.9 Certificate of Authority of Signatory
- 2.10 Company code of conduct (Employee acknowledgement)
- 2.11 Employee payroll report
- 2.12 Letter of good standing Workmen's compensation (COIDA) Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA) Letter of Good standing
- 2.13 Unemployment Insurance Fund (UIF) certificate of compliance/letter of good standing
- 2.14 List of equipment and tools
- 2.15 National Contract Cleaners Association (NCCA) Affiliation Certificate OR BEECA Cleaning Association

NB: All documents required to be certified must be duly certified by the commissioner of oath authority. Documents not certified by a commissioner of oath will render the bid as non-responsive and will not be considered for further evaluation.

NB: Failure to complete and submit the above documents (Schedule 1 and 2) will render your bid non-responsive and will not be considered for further evaluation.

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPRICORN TVET COLLEGE					
BID NUMBER:	CCTVET/07/2025/05	CLOSING DATE:	12 June 2025	CLOSING TIME:	10:00
DESCRIPTION	RENDERING OF CLEANING SERVICES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CAPRICORN TVET COLLEGE					
18 MARKET STREET					
POLOKWANE					
0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Daddy Kganyago		CONTACT PERSON	Ms. Jane Moja	
TELEPHONE NUMBER	015 230 1800		TELEPHONE NUMBER	015 230 1800	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	dkganyago@capricorncollege.edu.za		E-MAIL ADDRESS	jmoja@capricorncollege.edu.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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

SBD 1

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS 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:

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE: TOTAL NUMBER OF ITEMS OFFERED:

TOTAL BID PRICE

AREA OF SERVICE
Polokwane Campus (16)
Seshego Campus (30)
Senwabarwana Campus (12)
Ramokgopa Campus (5)
TOTAL:

PRICE FOR THREE YEARS
R
R
R
R
R

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za

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 a price quotation, advertised competitive bid, limited bid or proposal). 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):

2.4 Company Registration Number:

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, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2nd 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 attached 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 YES / NO
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?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, YES/NO
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?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

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

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

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

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US\$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period which in total exceeds US\$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

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

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

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

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

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

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

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

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

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

4 PROCESS TO SATISFY THE NIP OBLIGATION

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

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

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

Bid number	Closing date:.....
Name of bidder.....	
Postal address	
.....	
Signature.....	Name (in print).....
Date.....	

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

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

1. COLLEGE PREFERENTIAL PROCUREMENT GOALS

Section 2 of the PPPFA requires Organs of State to determine its preferential procurement policy and implement it within the following framework:

1.1 a preferential system must be followed;

1.1.1 for contracts with a Rand value above a prescribed amount a maximum of 10 points may be allocated for Specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 90 points for price;

1.1.2 for contracts with a Rand value equal to or below a prescribed amount a maximum of 20 points may be allocated for Specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 80 points for price;

1.1.3 Any acceptable tenders which are higher in price must score fewer points, on a pro rata basis, calculated on their tender prices in relation to the lowest acceptable tender in accordance with a prescribed formula.

1.1.4 the specific goals may include contracting with persons, or categories of persons historically disadvantaged by unfair discrimination on the basis of race, or disability;

1.1.5 any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender;

1.1.6 the contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer; and

1.1.7 any contract awarded on account of false information furnished by the tenderer in order to secure preference in terms of this Act, may be cancelled at the sole discretion of the Organ of State without prejudice to any other remedies the Organ of State may have.

1.1.8 Any goals contemplated in subsection 1(e) must be measurable, quantifiable and monitored for compliance.

1.2 Documentation relating to a specific goal is not only restricted to the list outlined above, but any other proof that the BSC might deem appropriate will suffice, should clearly be indicated in the bid document.

1.3 Either 10 or 20 points (depending on the prescribed amounts) may be allocated for the above preferential procurement goals.

1.4 The points allocation for 20 and 10 points on the 80/20 and 90/10 preference points system will be allocated as per table below respectively.

1.4.1 The below shall apply as a standard for targeting designated groups.

Specific goals	80/20 preference point system	90/10 preference point system
At least 51% Black owned companies	7 Points	3 Points
EME and/ or QSE	4 Points	2 Points
At least 51% Women owned companies	3 Points	1 Point
At least 51% owned companies by People with disability	2 Points	1 Point
At least 51% owned companies by Youth	1 Point	1 Point
Local Economic Participation		
· Limpopo Participants	3 Points	1 Point
· National participants	2 Point	1 Point

Designated Group: An EME or QSE which is at last 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		

2. DECLARATION WITH REGARD TO COMPANY/FIRM

2.1 Name of company/firm:.....

2.2 VAT registration number:.....

2.3 Company registration number:.....

2.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited [TICK APPLICABLE BOX]

2.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....GYGYH

2.6 COMPANY CLASSIFICATION

2.6.1 Manufacturer

2.6.2 Supplier

2.6.3 Professional service provider

2.6.4 Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

2.8 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:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution).....in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

**CONTRACT FORM – RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

4. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

Date

.....

.....

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-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **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	<p>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?</p> <p>(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).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	<p>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)?</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	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

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 1998, 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. 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;
5. 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
6. 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.
7. 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.

8. 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.
9. 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 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.

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 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 4: SPECIFICATION (SCOPE OF WORK) PROPOSAL TO APPOINT A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT FOUR CAMPUSES OF CAPRICORN FOR A PERIOD OF THREE YEARS (03) YEARS

SCOPE OF WORK

1. GENERAL CLEANING REQUIREMENTS:

- **Frequency:**
 - ✓ Daily cleaning for high-traffic areas (hallways, restrooms, entrances, classrooms).
 - ✓ Weekly cleaning for less-trafficked spaces (offices, storerooms).
 - ✓ Periodic deep cleaning (quarterly or bi-annually) for all buildings, carpets, windows, air ducts, Extractor fan (certificate of service required), and other specialized areas.
 - ✓ Quarterly washing of windows at hostels, workshops, classrooms, and offices targeting college closure periods.

- **Cleaning Areas:**
 - ✓ **Classrooms, Offices & Boardrooms:** Desks, chairs, whiteboards, floors, and windows.
 - ✓ **Restrooms:** Floors, sinks, toilets, mirrors, and dispensers.
 - ✓ **Corridors & Lobbies:** Sweep, mop, trash collection, dusting of surfaces, and maintenance of elevator interiors.
 - ✓ **Staircases & Handrails:** Cleaning and disinfection of all surfaces, ensuring safety and hygiene.
 - ✓ **Common Areas (boardrooms, kitchens, dining rooms):** Countertops, tables, and floors.
 - ✓ **Outdoor Areas:** Sweep and dispose of trash, and clear walkways.
 - ✓ **Quarterly deep cleaning of floors, carpets, and walls.**

2. EQUIPMENT AND SUPPLIES:

- **Required Equipment:**
 - ✓ Industrial vacuum cleaners
 - ✓ Floor scrubbers and polishers
 - ✓ Pressure washers for outdoor areas
 - ✓ Microfiber cleaning cloths and mops
 - ✓ Trash bins and liners
 - ✓ Brooms and dust pans

- **Required Cleaning Supplies:**

- ✓ All-purpose cleaner
- ✓ Disinfectants for high-touch areas
- ✓ Glass cleaner
- ✓ Floor cleaner (appropriate for (as per) floor types)

3. ENVIRONMENTAL AND SAFETY CONSIDERATIONS:

- ✓ Use of non-toxic, environmentally friendly cleaning products where possible.
- ✓ Ensure that cleaning staff is trained on proper safety protocols (PPE, proper handling of cleaning agents).
- ✓ Clear labeling of cleaning products and proper storage away from food and student areas.
- ✓ Disinfection of high-touch surfaces (e.g., doorknobs, light switches, elevator buttons, railings) multiple times daily.

4. SPECIAL CLEANING SERVICES:

- ✓ **Post-event cleaning** (when applicable, e.g., after large gatherings, orientations, or conferences).
- ✓ **Emergency cleaning** (spills, accidents).
- ✓ **Floor care** (waxing, buffing for high-traffic areas like hallways).
- ✓ **Window cleaning** (interior and exterior, as required).
- ✓ **Cleaning of V-drains and gutters.**

5. OUTDOOR CLEANING AND MAINTENANCE:

- **Trash Collection:**

- ✓ Ensure that all outdoor trash cans are emptied regularly, particularly in common areas like benches, walkways, and near entrances.
- ✓ Placement of additional trash bins in high-traffic areas.

- **Outdoor Surfaces:**

- ✓ Sweeping of outdoor paths, walkways, and courtyards to maintain cleanliness.
- ✓ Pressure washing of outdoor surfaces (sidewalks, patios) for general upkeep.
- ✓ Removal of leaves, litter, and debris, especially in autumn months.

6. REPORTING & OVERSIGHT

- **Feedback and Communication:**

- ✓ Regular feedback loops from faculty, staff, and students to address cleaning concerns.
- ✓ Designated campus liaison to communicate between staff and administration.

- **Inspections:**

- ✓ Scheduled inspections by supervisors to ensure all areas meet cleanliness standards.
- ✓ Regular assessments for both internal and external areas.

SPECIFICATION DETAILS:

Floors:

- All tiled floors to be swept and washed.
- All stoep/veranda with cement floors to be swept daily and hosed when needed. (fire hoses may not be used for this purpose)
- All tiled floors to be stripped of old varnish/polish and resealed. (polished)

Dusting:

- All rooms to be dusted and cobwebs to be removed.
- All ceilings to be dusted especially in corners and around light fittings.

Black/Chalkboards/Whiteboards:

- To be wiped and washed if necessary unless a notice is written not to erase. And that include part of the wall.

Windows:

- Windows to be cleaned during holidays.

Bathrooms:

- Toilets to be cleaned and supplied with deodorants and toilet paper daily.

GENERAL BIDDER INFORMATION:

Cleaning Equipment & Chemicals:

- The Contractor will provide own equipment and necessary cleaning chemicals, polish for the service to be quoted on. Fire hoses should not be used for cleaning by the Contractor; Service Provider to provide own garden houses for cleaning purposes.

Damage, Loss and/or Injury Sustained By the Contractor:

- The College shall not be held accountable for any loss, damage to property or injury sustained by workers of the Contractor during the execution of their duties or due to any natural or man-made disasters, strikes, actions by enemies of the state or disruption of any facility or service rendered to the

premises or other similar cause. The College therefore required the contractor to be fully compliant with COIDA.

Inspection:

- The College or any of its assignees may at any reasonable time do inspections to determine if the service of the Contractor has been satisfied.

Times of Service:

- The Contractor undertakes to render its service according to “service and frequency” as stipulated.

Insurance:

- The Contractor may not use or store any poisonous or flammable material or liquid of any kind other than those that are within reason needed for the execution of their duties of it by any means invalidates or prejudice the insurance taken by the College for that purpose. The Contractor may also not act, or allow any action that prejudice the buildings or part thereof or cause a raise in the premium rate thereof.

Acts of Justice:

- The Contractor must execute his/her duties in accordance with all laws, ordinances, and/or regulations that may be applicable to his/her business. The parties undertake to be bound by the jurisdiction of the legal order as to any legal action consequent upon this contract or the cancellation thereof.

Guarantees:

- The parties verify that this agreement renders the whole contract between them and that no preceding presentations, including notices, announcements, guarantees or securities were given in writing or verbal by the institution, or someone acting on behalf of the institution, that impelled the Service Provider to conclude this Agreement, except in so far as included in this Agreement. The parties verify that the stipulations of this Agreement convey their intentions correctly and that neither of the parties will be entitled to apply for rectification of this Agreement.

Concessions:

- No concession or relaxation which either party may allow to the other in regard to the carrying out of the other's obligations in terms of pursuant to this Agreement shall prejudice such party's rights under this Agreement in any manner whatsoever, or be regarded as a waiver of such party's rights in terms of this Agreement, or be construed to act as an estoppel against that party.

Amendments:

- No Agreement contrary to or additional to any stipulation of this Agreement or any novation, including a novation or any amendment having a suspense effect on the stipulations of this agreement or any Agreement relating to the extension of any date or cancellation of this agreement will be binding to any of the parties unless embodied in writing and signed by both parties; except where provision for such Agreement is made elsewhere in this Agreement and unless this Agreement is entered into in compliance with the stipulations of such provisions.
- No information supplied by any employee of the institution during the site inspection and/or thereafter will be binding on the institution. Information is given in good faith and not to mislead any potential supplier.

Arbitration:

- Any difference or dispute between the parties in connection with the interpretation or application of the provisions of this Agreement or its breach or termination shall be referred to and be determined by informal arbitration in terms of this clause.

- Either Party to this Agreement may demand that a dispute be determined in terms of this clause written notice given to the other party.
- The arbitrator shall be agreed upon between the Parties. Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the giving of a notice in terms of clause 3.13.2, the arbitrator will be appointed at the written request of either Party to the dispute.
- The arbitrator shall be held:
 - I. In Polokwane at a date, time and venue to be determined by the arbitrator.
 - II. In an informal manner without any pleadings and without it being necessary to observe the strict rules of evidence.
 - III. As soon as possible with a view to it being completed within 1 (one) month from the date on which the dispute is referred for arbitration.
 - IV. In accordance with such procedures as the arbitrator may determine in his discretion, provided that such procedures shall be fair to both Parties.
 - V. The arbitrator shall be entitled to investigate or cause to be investigated any matter which he considers necessary or desirable in connection with the dispute and for that purpose shall have the widest powers of investigating all the relevant books and records of the Parties to the dispute, including the right to make copies and to have such records and books produced and delivered at any reasonable place required by him for the aforesaid purpose.
 - VI. The arbitrator shall decide the dispute in accordance with South Africa Law.
 - VII. The arbitrator shall be entitled to make such award in respect of costs, as he may deem fit provided that the arbitrator shall be required to furnish written reasons.
 - VIII. The decision of the arbitrator shall be final and binding on both Parties save in the event of it being established that:
 - IX. The arbitrator failed to apply his mind properly to the matter.
 - X. The arbitrator acted in bad faith. In which event the decision of the arbitrator shall be subject to review.
 - XI. The decision of the arbitrator may be made an order of the court by either of the Parties, at the cost of such Party.

Cancellation:

- Should any employee of the Service Provider, in the institution's opinion, act in an indecent or unseemly manner or in a manner that leads to or may reasonably be expected to lead to prejudicing or endangering the maintenance of order and discipline at the institution or bringing the good name of the institution into disrepute, the institution will be entitled to demand that said employee be removed from its premises; provided that failure of the Service Provider to comply with said notice within 7 (seven) days thereof, shall entitle the institution to cancel this Agreement with immediate effect.
- Should the rendered service, the standard of which shall be enforced as provided for in this Agreement, be unsatisfactory and not be rectified in accordance with the provisions in this regard, the institution may cancel this Agreement after having given written notice of 1 (one) month to the Service Provider.

- Should the scope of work change due to factors beyond the control of the institution, the contract or part thereof may be cancelled with written notification.
- Should either party (the “guilty “party) fail to meet any of his obligations in terms of this Agreement punctually and concerning each obligation of his according to this; the parties agree that each stipulation is an essential factor and that violation thereof affects the core of the Agreement, the other party (the “innocent” party) will be entitled, in addition to his rights in terms of this or in terms of common-law legal precepts and subject to the provisions above-
 - i) To cancel the Agreement immediately and to claim damages: or
 - ii) To demand compliance of this Agreement and to claim damages.
- The parties verify that, should either party be compelled to incur legal expenses in order to protect his rights according to this Agreement, the other party will be liable for such costs on attorney-client scale.
- Should either party violate any of his obligations in terms of this Agreement, the parties verify that these remedies are additional and that they do not encroach upon the common-law remedies of the party.
- If the Service Provider’s estate is sequestrated, whether provisionally or finally, or if the Service Provider shall publish a notice of surrender or present a petition for the acceptance of the surrender of his estate as insolvent or shall make an arrangement with or assignment in favour of his creditors or shall agree to carry out the contract under a committee of inspection of his creditors or (being a company) shall go into liquidation, whether provisionally or finally, (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) or if the Service Provider shall have an execution levied on his services then the institution will have the right to summarily cancel the Agreement.
- Neither party shall withhold services or payment subject to resolution of a dispute. Upon a decision by either party to terminate the contract both parties shall cooperate fully in effecting an orderly transition.

Cession and Rights/Obligations:

- Unless written permission is obtained from the institution, the Service Provider will not be entitled to pledge, cede, assign or transfer his rights or obligations in terms of this Agreement. The parties agree that where permission is granted for a transfer of rights and /or obligations, the Service Provider, with effect from the date on which such permission is granted, automatically becomes guarantor and co-principal debtor for the obligations of such transferee in terms of this Agreement by signing this Agreement.
- No relaxation or concession by one party towards the other party to comply with any of its obligations in terms of this agreement will disadvantage or constitute a waiver or novation of any of the parties’ rights in terms of this agreement.

Force Majeure:

- Neither party shall be held liable to fulfill its obligations in terms of this contract if such failure is caused by Circumstances beyond its reasonable control, including, but not limited to, fire, flood and breakdown of external services and industrial action.

Status of the Service Provider:

- It is hereby confirmed that, despite any contradicting terms of this agreement, that the status of the Service Provider will be that of an independent Service Provider and that the Service Provider, or any of its employees or agents, will under no circumstance be viewed as an employee of the college or the institution.

Discipline:

- The Service Provider shall be responsible to ensure that workers comply with the college's disciplinary procedures, to apply the necessary steps and take action when it is required. In the instance where the institution is accusing an employee of stealing or mismanagement of services and/or money, such an employee must be suspended immediately and replacement labour provided, subject to a disciplinary hearing.
- If the employee refuses to be searched by the institution, such employee may not return to the campus and must be replaced with immediate effect.

Replacement of Labour:

- In the event of an employee not reporting for services, the supervisor shall arrange for replacement labour to take over duties within 2 hours.
- The Service Provider shall provide suitable replacement labour in the event of an employee being on leave, sick leave, strike or unable to perform his duties.
- The Service Provider shall arrange for replacement and/or meal arrangements during meal breaks and shall ensure that the process is in line with the Labour Relations Act.

The bidder must always ensure compliance with all relevant statutory labour requirements. i.e. Basic Conditions of Employment Act (BCEA) and Labour Relations Act (LRA)

Number of staff required per delivery site:

DESCRIPTIONS	POLOKWANE CAMPUS	SESHEGO CAMPUS	SENWABARWANA CAMPUS	RAMOKGOPA CAMPUS	TOTAL
WORKER	16	30	12	05	63
SUPERVISOR	1	1	1	1	4
Included either in Female or Male Number					

TOTAL	16	30	12	05	63
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Working Hours

- Monday – Thursday 06H30 – 16H00
- Friday 06H30 – 13H00
- Weekends/ Public Holidays When a need arises

REQUIRED AREAS FOR CLEANING: POLOKWANE CAMPUS CCTVET/07/2025/05

BUILDING	CLASS ROOM /COMPUTER LABS/ ROOMS/ BOARD ROOM	STOEP/PASSAGE	BATHROOM / TOILET CUBICLES	OFFICE	KITCHEN
Admin block	12	1	2		
A- block	32			10	
B- block	28			10	
C- block	26			10	
D- block	19			12	
E- block	18			4	3
Cafeteria	8	2	1	2	4
Clinic	2				
House	5	2	2	2	1
Library	3	1			
Main hall	1	2	2		
Staff residence	12		3		3
Female Hostels	45	4	2		
Male Hostels	49	4	2		
Security Office	2				

REQUIRED AREAS FOR CLEANING: RAMOKGOPHA CAMPUS CCTVET/07/2025/05

BUILDING	CLASS ROOM /COMPUTER LABS/ ROOMS/ BOARD ROOM	STOEP/PASSAGE	BATHROOM / TOILET CUBICLES	OFFICE	KITCHEN
Admin block	1	1	2	6	1
A- block	7	2		3	
B- block	9	1	5		
C- block	8	1	1	4	

D- block	4	1		3	
Prefab classrooms	16				
Main hall	5			2	
Ablution facilities			2		
Security Office			2		

REQUIRED AREAS FOR CLEANING: SENWABARWANA CAMPUS CCTVET/07/2025/05

BUILDING	CLASS ROOM /COMPUTER LABS/ ROOMS/ BOARD ROOM	STOEP/PASSAGE	BATHROOM / TOILET CUBICLES	OFFICE	KITCHEN
Admin block	6	1	2	12	
A- block	15	1	1	10	
B- block	4	1	1		
C- block	4		2		
D- block	6	1	2		
E- block	4		1		
F- block		1	3	2	1
G- block	4		1		
H- block					
I- block	4				
J- block	3	2	1	2	
K- block	1	1		1	
M- block	5		3	4	
Library	9		2	4	1
Main hall	4	2		2	
Storerrooms and change rooms	4		2		
Hostels	19	2	8		
Security Office	2				

REQUIRED AREAS FOR CLEANING: SESHEGO CAMPUS CCTVET/07/2025/05

BUILDING	CLASS ROOM /COMPUTER LABS/ ROOMS/ BOARD ROOM	STOEP/PASSAGE	BATHROOM / TOILET CUBICLES	OFFICE	KITCHEN
Admin block	16	3	2	12	2
A- block	9			7	
B- block	15			4	1
C- block	7		1	3	

D- block					
E- block	33	6	6	19	1
F- block	16			16	
G- block	24			12	
H- block	14	1	1	13	1
K- block	11			6	
Workshops	76			16	
Prefab classrooms	10		1		
Library	10			3	1
Main hall	6		2		1
Staff residence	4	2	3		1
Female Hostels	128	16	9		1
Male Hostels	69	8	6		
Security Office	2				

SECTION 5: FUNCTIONALITY AND EVALUATION CRITERIA

CLEARLY EXPLAIN YOUR PROPOSAL WITH REGARDS TO THE FOLLOWING

Evaluation Criteria and Weightings preferential procurement regulations 2022

Bids shall be evaluated in terms of the following process:

Phase 1:

Pre-qualification/Mandatory information requirement

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with Bid requirements including the general bid conditions, which requirements include the following:

- Submission of a Valid Tax Compliance Status (TCS) Pin as referenced in Section 3 List of Returnable Document above
- Submission of duly certified Company Registration Documents as referenced in Section 3 List of Returnable Document above
- Submission of duly certified ID copy for the Company Representative as referenced in Section 3 List of Returnable Document above
- Submission of all returnable documents as per Schedule 2 as referenced in Section 3 List of Returnable Document above.
- Submission of Recent CSD Report as referenced in Section 3 List of Returnable Document above
- Completion of all Standard Bidding Documents (SBD 1 to SBD 9) and other requirements, as reflected in Schedule 1 as referenced in Section 3 List of Returnable Document above

Phase 1 validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Failure to comply with the requirements assessed in Phase 1 (compliance), will lead to disqualification of bids.

NB: No points will be allocated to this phase; however, bidders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Item Number	Description	Requirement	Circle yes if submitted	
			Yes	No
1	RFP Document	Each page of the RFP document to be initialed by a delegated representative	Yes	No
2	Technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
3	Proof of Bank Account	Cancelled cheque or signed letter from the bank	Yes	No
5	Company registration documents	Company registration documents	Yes	No
6	Tax clearance certification	An original valid tax compliance status pin	Yes	No
7	Annual Financial Statements	A copy of audited or independently reviewed annual financial statement for the recent financial year	Yes	No
8	PPPFA certification	A valid PPPFA certificate/Sworn Affidavit	Yes	No
9	Certificate of Authority of Signatory	Signed Board Resolution	Yes	No
10	Declaration of Interest	Please sign Form SBD 4.1 page 14 of this tender document	Yes	No
11	Recent CSD Report (Not older than 3 months)	Provide a copy of your unique supplier number (MAAA....).	Yes	No
12	COIDA valid letter of good standing	Valid letter of good standing	Yes	No
13	Company Code of Conduct	Acknowledgement of Employees on the Code of conduct	Yes	No
14	Employee Payroll	6 or 12 Month Employee Payroll Report	Yes	No

15	Proof of ownership of equipment for operations	List of equipment for operation	Yes	No
16	National Contract Cleaners Association (NCCA) Affiliation Certificate OR BEECA Cleaning Association	Registration Document	Yes	No

NB: No points will be allocated to this phase; however, bidders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

Phase 2:

Technical/ Functionality Evaluation

- Bid responses will be evaluated in accordance with the Functional criteria as follows:
- **Mandatory Functional/ Technical Requirements**
- All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 3 of this bid document.
- Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

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SENWABARWANA CAMPUS

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RAMOKGOPA CAMPUS

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The following functionality elements and weightings will be applicable:

NO:	ELEMENT	WEIGHT
1	Bidder's Relevant Industry Experience	20
2	Bidder's present and past and contactable experience	25
3	Management Team Experience	10
4	Labour relations	30
5	Locality	5
6	Relevant Equipment and tools	10
Total		100 points

Note: The minimum qualifying score for functionality is 70 points. All bids that fail to achieve the minimum qualifying score on functionality may not be considered for further evaluation on Price and PPPFA, in Phase 3.

EVALUATION CRITERIA

Competence Achievement functionality schedule:

Table 1.1 Bidder's Relevant Experience

Company Experience	Max points	Claimed Points	Score
<p>Site takeover and implementation plan</p> <p>The bidder must ensure effective site take over. The bidder must provide a site take-over plan which should include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Overall site take-over process, including related timelines • Recruitment strategy; • Readiness i.e. mobilisation of equipment; sourcing of cleaning consumables and uniforms etc.) • Managing employee conduct 	10		

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Company industry experience	10 (max)		
5 and more years in the industry	5		
2- 5 years in the industry	2		
Organisational structure	2.5		
Company profile	2.5		
Total	20 points		

Table 1.2 Bidder's Present and Past Experience and Contactable References

Company Experience (20 Points)	Max points	Claimed Points	Score
Bidders must demonstrate that they have relevant experience in the cleaning services industry. Provide a maximum of five (5) written and contactable references of contracts of similar nature within the past five (5) years. Attach appointment letters and completed reference letters.			
5 Written verifiable references	25		
4 Written verifiable references	20		
3 Written verifiable references	15		
2 Written verifiable references	10		
1 Written verifiable reference	5		
Total	25 points(Max)		

REFERENCE ONE (1)

COMPLETE TABLE IN FULL BELOW

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		

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Attach Reference Letter 1

- The reference letter should be on an official Letterhead from your Client with the following:
 - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/07/2025/05
 - Period of contract
 - Value of Contract
 - Officially signed and dated with contact details (Name, telephone, email address)
 - Recommendation

REFERENCE TWO (2)**COMPLETE TABLE IN FULL BELOW**

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		

Attach Reference Letter 2

- The reference letter should be on an official Letterhead from your Client with the following:
 - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/07/2025/05
 - Period of contract
 - Value of Contract
 - Officially signed and dated with contact details (Name, telephone, email address)
 - Recommendation

REFERENCE THREE (3)**COMPLETE TABLE IN FULL BELOW**

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		

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Attach Reference Letter 3

- The reference letter should be on an official Letterhead from your Client with the following:
 - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/07/2025/05
 - Period of contract
 - Value of Contract
 - Officially signed and dated with contact details (Name, telephone, email address)
 - Recommendation

REFERENCE FOUR (4)**COMPLETE TABLE IN FULL BELOW**

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		

Attach Reference Letter 4

- The reference letter should be on an official Letterhead from your Client with the following:
 - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/07/2025/05
 - Period of contract
 - Value of Contract
 - Officially signed and dated with contact details (Name, telephone, email address)
 - Recommendation

REFERENCE FIVE (5)**COMPLETE TABLE IN FULL BELOW**

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			

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Contract Details	
1	Contract Value
Attach Reference Letter 5	
<ul style="list-style-type: none"> • The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/07/2025/05 - Period of contract - Value of Contract - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation 	

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

Table 1.3 Management Team Experience and Qualifications

Experience and Qualifications of Supervisor	Max points	Claimed Points	Score
The supervisor must have experience and skills in the following: <ul style="list-style-type: none"> • Supervision of staff; • Labour and employee relations; • Computer literacy; • Administration; Please provide CV's of the proposed site supervisory staff including the relevant training certificates must also be provided.			
Qualifications	5 (max)		
Relevant Certificates (duly certified copies)	5		
Experience	5 (max)		
Relevant Experience 5 years and above	5		
Relevant Experience 2-5 years	2		
Total	10 points		

Table 1.4 Labour relations

The bidder must demonstrate compliance and best practice with laws and regulations	Max points	Claimed Points	Score
Employee Vetting certificates (Conduct) minimum 10 employees	10		

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Company code of conduct	5		
Employee acknowledged company code of conduct	5		
6 months to 12 months Payroll report	10		
Total	30 points		

Table 1.5 Locality

Proof of business address in Capricorn District Municipality	Max points	Claimed Points	Score
Lease agreement/Latest municipal bill/proof of business address	5		
Total	5 points		

Table 1.6 Relevant Equipment and tools

The bidder must demonstrate availability and capacity of the following list of equipment and tools. (Proof of ownership/intention to acquire/intention to lease etc.)	Max points	Claimed Points	Score
Beta brush vacuum machine (Industrial)	2		
Wet and dry Industrial vacuum cleaner	2		
Industrial Buffing Machine	2		
Lawn-mowers (4)	2		
Mop trolley (preferably in plastic) with wringer, double bucket (colour coded complete set)	1		
Cleaning Trolley (preferably in plastic) with smooth gliding wheels that can hold cleaning equipment (including mop), basket, cleaning consumables and refuse bag.	1		
Total	10 points		

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SUMMARY OF POINTS SCORED

NO:	ELEMENT	WEIGHT	Claimed Points	Score
1	Bidder's Relevant Industry Experience	20		
2	Bidder's present and past and contactable experience	25		
3	Management Team Experience	10		
4	Labour relations	30		
5	Locality	5		
6	Relevant Equipment and tools	10		
Total		100 points		

Phase 3: Preferential Point System

CRITERIA	POINTS
Price	80
PPPFA Regulation 2022 <i>Refer to page 22</i>	20
Total	100

Step 2: PPPFA Regulation 2022 level of contribution

The second step under price and PPPFA Regulation 2022 is to calculate PPPFA points for tenderers who progressed to this stage of evaluation as per below PPPFA status level of contribution.

Specific goals	80/20 preference point system	90/10 preference point system
At least 51% Black owned companies	7 Points	3 Points
EME and/ or QSE	4 Points	2 Points

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Specific goals	80/20 preference point system	90/10 preference point system
At least 51% Women owned companies	3 Points	1 Point
At least 51% owned companies by People with disability	2 Points	1 Point
At least 51% owned companies by Youth	1 Point	1 Point
Local Economic Participation		
· Limpopo Participants	3 Points	1 Point
· National participants	1 Point	1 Point

Step 3: Final score

The points scored for price (step 1) will be added together with the points scored for PPPFA (step 2) to obtain the tenders total points.

Capricorn College and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing; Capricorn College and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide Capricorn College and/ or Member/s with all necessary access, assistance and/or information which Capricorn College and/ or Member/s may reasonably request and to respond within the given time frame set by Capricorn College and/ or Member/s;

Capricorn College and/ or Member/s will evaluate the Tenders with reference to Capricorn College set and approved evaluation criteria as indicated in the tender document.

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SECTION 6: PRICE PROPOSAL

SECTION 6: PRICE PROPOSAL

2. COSTING

Please note that the cost structure should be presented on the following costing schedule as provided (where applicable):

Pricing schedule

POLOKWANE CAMPUS CCTVET/07/2025/05

No:	Description	Quantity	Months	Total per year Year 1	Total per year Year 2	Total per year Year 3
1	Worker	15	12			
2	Supervisor	1	12			
4	Overheads and profit					
5	Other					
	Sub Total					
	VAT					
	TOTAL (R Inc. Vat)					
TOTAL FOR THREE YEARS (R Inc. Vat)						
TOTAL FOR THREE YEARS Inc. Vat)						
AMOUNT IN WORDS						

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SECTION 6: PRICE PROPOSAL

2. COSTING

Please note that the cost structure should be presented on the following costing schedule as provided (where applicable):

Pricing schedule

RAMOKGOPA CAMPUS CCTVET/07/2025/05

No:	Description	Quantity	Months	Total per year Year 1	Total per year Year 2	Total per year Year 3
1	Worker	04	12			
2	Supervisor	01	12			
4	Overheads and profit					
5	Other					
	Sub Total					
	VAT					
	TOTAL (R Inc. Vat)					
TOTAL FOR THREE YEARS (R Inc. Vat)						
TOTAL FOR THREE YEARS Inc. Vat) AMOUNT IN WORDS						

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Tel: (015) 223 9600
Fax: (015) 223 5187

SENWABARWANA CAMPUS
Senwabarwana Main Street
0790 SENWABARWANA
Tel: (015) 505 3172
Fax: (015) 505 3174

RAMOKGOPA CAMPUS
Next to Mokomene High School
0811 RAMOKGOPA
Tel: (015) 526 2750
Fax: (015) 526 2005

SECTION 6: PRICE PROPOSAL

2. COSTING

Please note that the cost structure should be presented on the following costing schedule as provided (where applicable):

Pricing schedule

SENWABARWANA CAMPUS CCTVET/07/2025/05

No:	Description	Quantity	Months	Total per year Year 1	Total per year Year 2	Total per year Year 3
1	Worker	11	12			
2	Supervisor	1	12			
4	Overheads and profit					
5	Other					
	Sub Total					
	VAT					
	TOTAL (R Inc. Vat)					
TOTAL FOR THREE YEARS (R Inc. Vat)						
TOTAL FOR THREE YEARS Inc. Vat)						
AMOUNT IN WORDS						

POLOKWANE CAMPUS
C/o Dorp & College Streets
0699 POLOKWANE
Tel: (015) 283 3300
Fax: (015) 297 2183

SESHEGO CAMPUS
1919 Freedom Drive
0742 SESHEGO
Tel: (015) 223 9600
Fax: (015) 223 5187

SENWABARWANA CAMPUS
Senwabarwana Main Street
0790 SENWABARWANA
Tel: (015) 505 3172
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RAMOKGOPA CAMPUS
Next to Mokomene High School
0811 RAMOKGOPA
Tel: (015) 526 2750
Fax: (015) 526 2005

SECTION 6: PRICE PROPOSAL

2. COSTING

Please note that the cost structure should be presented on the following costing schedule as provided (where applicable):

Pricing schedule

SESHEGO CAMPUS CCTV/07/2025/05

No:	Description	Quantity	Months	Total per year Year 1	Total per year Year 2	Total per year Year 3
1	Worker	29	12			
2	Supervisor	1	12			
4	Overheads and profit					
5	Other					
	Sub Total					
	VAT					
	TOTAL (R Inc. Vat)					
TOTAL FOR THREE YEARS (R Inc. Vat)						
TOTAL FOR THREE YEARS Inc. Vat)						
AMOUNT IN WORDS						

POLOKWANE CAMPUS
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0742 SESHEGO
Tel: (015) 223 9600
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Fax: (015) 526 2005