

(NWDC)



**TENDER**

**NWDC/BOJANG/2018**

**TERMS OF REFERENCE (TOR)**

**INVITATION TO SERVICE PROVIDERS: APPOINTMENT FOR FACILITIES  
MANAGEMENT AND CLEANING SERVICES IN THE BOJANALA, DR  
KENNETH KAUNDA AND NGAKA MODIRI MOLEMA AREAS**

**Closing Date and Times as per District Area per Tender Document**

District A: Bojanala West = Closing date and time: 11<sup>th</sup> April 2018 @11h00

District B: Bojanala East = Closing date and time: 11<sup>th</sup> April 2018 @15h00

District C: (Ngaka Modiri Molema & Dr Kenneth Kaunda) = Closing date and time:  
12<sup>th</sup> April 2018 @12h00

**NB!!!!!! : TENDER SUBMISSION'S DELIVERY ADDRESS:**

**MMABATHO BRANCH OFFICE:**

NWDC (SOC) LTD  
30 JAMES WATT CRESCENT MAHIKENG  
2745  
Work: 018 381 3665  
Fax: 086 530 3265

**TENDERER:**

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# **PROJECT: FACILITIES MANAGEMENT AND CLEANING SERVICES IN THE BOJANALA, DR KENNETH KAUNDA AND NGAKA MODIRI MOLEMA DISTRICTS**

## **1. BACKGROUND**

The North West Development Corporation (NWDC) (SOC) Ltd is an established State Owned entity schedule 3D in terms of the Public Financial Management Act (PFMA) No.1 of 1999. The North West Provincial Government (NWPG) holds 100% of the ordinary shares of NWDC. In terms of its mandate, the NWDC is established to assist in driving the economy of the provincial government of Bokone Bophirima by delivering developmental projects efficiently and effectively, development of small businesses and promotion by identifying entrepreneurs and opportunities, providing financial services, business premises, and business support thereby influencing the small business environment positively.

The North West Province is engaged in an effort to improve and accelerate delivery of the National Development Plan (NDP) as well as Rebranding, Repositioning and Renewal, (RRR). The NWDC has been mandated to fast track this process in order to stimulate sustainable economic growth for the Province. The NWDC has a critical role in developing and promoting the range of investment products in the Province.

## **2. REQUEST FOR BID**

### **2.1 SCOPE OF WORK**

The identified service providers will be expected to provide facilities management and cleaning services of high standards using environmentally friendly cleaning products and supplies, for NWDC premises. These premises are at the below stated locations:

<b>Areas</b>	<b>Location</b>	<b>Area size</b>
Area 1	Madikwe and Silverkrans	13 475m <sup>2</sup>
	Mabeskraal shopping complex	1 473m <sup>2</sup>
	Ledig;	954m <sup>2</sup>
Area 2	Bodirelo industrial	58 584m <sup>2</sup>
Area 3	Mogwase small industries; Mogwase unit 4 flats	31 779m <sup>2</sup>
Area 4	Mogwase shopping complex	55 495 m <sup>2</sup>
Area 5	Tlhabane and Photsaneng	36 252 m <sup>2</sup>
Area 6	Garankuwa, Mabopane	85 823.30m <sup>2</sup>
Area 7	Babelegi, Temba, Kudube and Marapyane	65 816.23m <sup>2</sup>
Area 8	Itsoseng, Atamalang and Lehurutse	170 189.24m <sup>2</sup>
Area 9	Tlokwe	11 808 m <sup>2</sup>

## 2.2 CONDITION

The Area slip for tendering purposes shall be as follows:

<b>District</b>	<b>Areas</b>	<b>Descriptions</b>	<b>m<sup>2</sup></b>
<b>Bojanala West</b>	Area 1	Madikwe and Silverkraans; Mabeskraal Shopping Complex; and Ledig	198 012
	Area 2:	Bodirelo Industrial	
	Area 3:	Mogwase Small Industries; Mogwase Unit 4 Flats;	
	Area 4:	Mogwase Shopping Complex	
	Area 5:	Tlhabane and Photsaneng	
<b>Bojanala East</b>	Area 6:	Garankuwa, Mabopane	151 639.53
	Area 7:	Babelegi, Temba, Kudube & Marapyane	
<b>Ngaka Modiri Molema</b>	Area 8:	Itsoseng, Atamalang and Lehurutse	170 189.24
<b>Dr Kenneth Kaunda</b>	Area 9:	Tlokwe (Potchefstroom)	11 808
	<b>Total</b>		<b>531 648.77</b>

## 2.3 EXPECTED DELIVERABLES

- 2.3.1 The Service provider will be fully responsible for all work and services performed by its staff.
- 2.3.2 Provide and execute everything necessary for the services in accordance with cleaning standards and norms in terms of the acceptable property cleaning levels, and any other relevant regulations.
- 2.3.3 Daily cleaning of communal areas, toilets, paving, passages as well as emptying the dustbins to the main bin;
- 2.3.4 The successful service provider is expected to report minor maintenance needs to the NWDC Receptionist/Maintenance Coordinator for approval prior to effecting the necessary maintenance required by the property under;
- 2.3.5 Ensure building repairs and maintenance as described below:

Category	Description
<b>General Building Maintenance Work</b>	Repairing tiles, bricks, carpets, paving, portioning, dry walls, roof, ceiling, glazing, glass works, doors, gates, gate motor, pool maintenance, thatch maintenance and other maintenances related to this category.
<b>Plumbing</b>	Fixing of sanitary items toilet leaks, taps, geysers, basins, sinks, showers, water supply, sprinklers , maintenance of fire prevention extinguishing equipment, water proofing drainage blockages and any other maintenances related to this category
<b>Electricity</b>	Re-wiring, maintenance of distribution boards, automated doors repairs and maintenance, welding and any other electricity related repairs.
<b>Gardening services</b>	Gardening and grounds maintenance

***NB: Bidders must possess at least a CIDB Grade 2 certificate and for Electrical Works be in possession of Certificate of Compliance(COC). All building repairs and maintenance will be subjected to an approval and assessment by the NWDC including bill of quantity.***

### 3. **PREMISES**

- 3.1 All applying parties may make a visit to assess our premises prior to submitting an offer. Adjustment to initial bid prices will not be accepted.

#### 4. PROJECT: CLEANING SERVICES SPECIFICATIONS

4.1 The following are the areas to be cleaned in Bojanala West. The areas are located in Madikwe, Silverkraans, Ledig, Mogwase, Tlhabane and Photsaneng.

Area 1, 2, 3, 4 & 5: Madikwe, Silverkraans, Ledig, Mogwase, Mabeskraal, Tlhabane, Photsaneng	FREQUENCY	ADDRESS:							
		Madikwe shopping complex stand 873-876, Madikwe small industries stand 903-906, and Silverkraans small industrial stand 99039	Mabeskraal shopping complex stand 99036 – 99038.	Bodirelo industrial area: stands 2, 21, 31,37,40 and 44 Mogwase	Ledig small industries stand 99035;	Mogwase small industries stand 956 – 960 and Mogwase unit 4 flats stand 1525	Mogwase shopping complex stand 935/2363	Stand 955 Tlhabane flats; Tlhabane factory stand 3477 and Photsaneng shopping centre stand 99 055	Stand 1141 Tlhabane small industries; Stand 3469 Tlhabane motor town and Stand 3482 Tlhabane mini factories
Details:									
Pick up all types of litter and ensure that the area is kept clean and tidy	Daily	256m <sup>2</sup>	826m <sup>2</sup>	560m <sup>2</sup>	426m <sup>2</sup>	27 300m <sup>2</sup>	41 439m <sup>2</sup>	1 900m <sup>2</sup>	8 386m <sup>2</sup>
Sweep the paving	Daily	Yes	Yes	Yes	Yes	N/A	N/A	Yes	Yes
Empty dustbins into the main bin	Daily	Yes	N/A	Yes	N/A	N/A	N/A	Yes	Yes
Cut the lawn inside the specified properties when necessary	N/A	Yes	Yes	Yes	N/A	1 680m <sup>2</sup>	100m <sup>2</sup>	1 375m <sup>2</sup>	N/A
Prepare and tidy flower beds	Weekly	Yes	N/A	Yes	N/A	N/A	N/A	N/A	N/A
Trim all the trees inside the specified properties	Quarterly	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A
Water the garden	Weekly	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
Clean the roof	Quarterly	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
Clean all gutters and down pipes	Quarterly	Yes	Yes	Yes	N/A	N/A	N/A	N/A	
Wash, clean and disinfect tiled floors, vanity slabs, wash-basins, urinals, mirrors, taps, etc. in all toilets	Daily	10m <sup>2</sup>	234m <sup>2</sup>	551m <sup>2</sup>	102m <sup>2</sup>	336m <sup>2</sup>	469m <sup>2</sup>	74m <sup>2</sup>	172m <sup>2</sup>

Area 1, 2, 3, 4 & 5: Madikwe, Silverkraans, Ledig, Mogwase, Mabeskraal, Tlhabane, Photsaneng	FREQUENCY	ADDRESS:							
		Madikwe shopping complex stand 873-876, Madikwe small industries stand 903-906, and Silverkrans small industrial stand 99039	Mabeskraal shopping complex stand 99036 – 99038.	Bodirelo industrial area: stands 2, 21, 31,37,40 and 44 Mogwase	Ledig small industries stand 99035;	Mogwase small industries stand 956 – 960 and Mogwase unit 4 flats stand 1525	Mogwase shopping complex stand 935/2363	Stand 955 Tlhabane flats; Tlhabane factory stand 3477 and Photsaneng shopping centre stand 99055	Stand 1141 Tlhabane small industries; Stand 3469 Tlhabane motor town and Stand 3482 Tlhabane mini factories
Details:									
Replenish soap, paper toweling and toilet paper in all toilets	Where necessary	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A
Trim grass along the fence and remove weeds on the paving	Where necessary	13 209m <sup>2</sup>	413m <sup>2</sup>	57 473m <sup>2</sup>	426m <sup>2</sup>	2 463m <sup>2</sup>	13 487m <sup>2</sup>	17 308m <sup>2</sup>	7 037m <sup>2</sup>
Provide <b>she bin</b> liners and maintenance thereof for female toilets	Daily	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A
Empty the septic tank	Quarterly	N/A	10 000 liters	N/A	10 000 liters	N/A	N/A	N/A	N/A
<b>TOTAL</b>		<b>13 475 m<sup>2</sup></b>	<b>1 473m<sup>2</sup></b>	<b>58 584m<sup>2</sup></b>	<b>954m<sup>2</sup></b>	<b>31 779m<sup>22</sup></b>	<b>55 495m<sup>2</sup></b>	<b>20 657m<sup>2</sup></b>	<b>15 595m<sup>2</sup></b>

**Notes:**

The service provider must inform the Maintenance Coordinator/NWDC reception when the main bin is full.

They are also expected to report to the Maintenance Coordinator/NWDC reception any dysfunctional lights, vandalism and water leakages.

Lastly, they are expected to conduct an hourly toilets neatness check.

4.2 The following are the areas to be cleaned in the Bojanala East, which includes all areas in and around Ga Rankuwa, Mabopane, Temba, Kudube, Babelegi and Marapyane:

Area 6: Ga Rankuwa and Mabopane Details:	FREQUENCY	ADDRESS:					
		Stand 11 complex (office block) Garankuwa	Small industries; stand 11 Garankuwa	Stand 9010, zone 1 (Shopping Centre) Garankuwa	Small industry, Stand 235, 236, 237, 67 & 68	Stands 166, Mabopane Small Industries	Stand 5091, Block A & 1609 Block B Mabopane Shopping Centers
Pick up all types of litter and ensure that the area is kept clean and tidy	Daily	4 591.37 m <sup>2</sup>	6 380m <sup>2</sup>	3 102.92 m <sup>2</sup>	19 562.72m <sup>2</sup>	3 900m <sup>2</sup>	5 300m <sup>2</sup>
Sweep the paving	Daily	1 864m <sup>2</sup>	3 630m <sup>2</sup>	2 189.5m <sup>2</sup>	15 032.72m <sup>2</sup>	1 700m <sup>2</sup>	2 400m <sup>2</sup>
Empty dustbins into the main bin	Daily	Yes	Yes	Yes	Yes	Yes	Yes
Cut the lawn inside the specified properties when necessary	N/A	1 600m <sup>2</sup>	N/A	N/A	N/A	N/A	N/A
Prepare and tidy of flower beds	Weekly	120m <sup>2</sup>	N/A	N/A	N/A	N/A	N/A
Trim all the trees inside the specified properties	Quarterly	Yes	Yes	Yes	Yes	N/A	Yes
Water the garden	Weekly	Yes	N/A	N/A	N/A	N/A	N/A
Clean the roof	Quarterly	Yes	N/A	N/A	N/A	N/A	N/A
Clean all gutters and down pipes	Quarterly	Yes	N/A	N/A	N/A	N/A	N/A
Wash, clean and disinfect tiled floors, vanity slabs, wash-basins, urinals, mirrors, taps, etc. in all toilets	Daily	N/A	104.91m <sup>2</sup>	65.57m <sup>2</sup>	655.70m <sup>2</sup>	104.91m <sup>2</sup>	52.56m <sup>2</sup>
Replenish soap, paper toweling and toilet paper in all toilets	Where necessary	N/A	Yes	Yes	Yes	Yes	Yes
Trim grass along the fence and remove weeds on the paving	Where necessary	173m <sup>2</sup>	2 750m <sup>2</sup>	913.42m <sup>2</sup>	4 530m <sup>2</sup>	2 200 m <sup>2</sup>	2 900m <sup>2</sup>
Provide <b>she bin</b> liners and maintenance thereof for female toilets	Daily	N/A	Yes	Yes	Yes	Yes	Yes
Empty the septic tank	Quarterly	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>		<b>8 348.37m<sup>2</sup></b>	<b>12 864.91m<sup>2</sup></b>	<b>6 271.41m<sup>2</sup></b>	<b>39 781.14m<sup>2</sup></b>	<b>7 904.91m<sup>2</sup></b>	<b>10 652.56m<sup>2</sup></b>

Area 7: , Babelegi, Temba, Kudube and Marapyane Details:	FREQUENCY	ADDRESSES:				
		Stand 402, Kudube- Small Industry	Stand 4387, Tomba Small Industry	Stand 85, Kudube Afrisport centre	Stand 99047 Marapyane Shopping Centre	Stand 14, Babelegi Office
Pick up all types of litter and ensure that the area is kept clean and tidy	Daily	3 471m <sup>2</sup>	4 184m <sup>2</sup>	1 606.52m <sup>2</sup>	4 080m <sup>2</sup>	19 200 m <sup>2</sup>
Sweep the paving	Daily	3 221m <sup>2</sup>	1 896m <sup>2</sup>	1 446.52m <sup>2</sup>	3 400m <sup>2</sup>	1 250 m <sup>2</sup>
Empty dustbins into the main bin	Daily	Yes	Yes	Yes	Yes	Yes
Cut the lawn inside the specified properties when necessary	Weekly	N/A	N/A	N/A	N/A	4 000m <sup>2</sup>
Prepare and tidy of flower beds	Weekly	N/A	N/A	N/A	N/A	500m <sup>2</sup>
Trim all the trees inside the specified properties	Quarterly	N/A	N/A	N/A	Yes	Yes
Water the garden	Weekly	N/A	N/A	N/A	N/A	Yes
Clean the roof	Quarterly	N/A	N/A	Yes	Yes	Yes
Clean all gutters and down pipes	Quarterly	N/A	N/A	Yes	Yes	Yes
Wash, clean and disinfect tiled floors, vanity slabs, wash-basins, urinals, mirrors, taps, etc. in all toilets	Daily	78.68m <sup>2</sup>	N/A	26.23m <sup>2</sup>	78.68m <sup>2</sup>	N/A
Replenish soap, paper toweling and toilet paper in all toilets where necessary	N/A	Yes	N/A	Yes	Yes	N/A
Trim grass along the fence and remove weeds on the paving where necessary	N/A	250m <sup>2</sup>	2 288m <sup>2</sup>	160m <sup>2</sup>	680m <sup>2</sup>	14 000m <sup>2</sup>
Provide <b>she bin</b> liners and maintenance thereof for female toilets	Daily	Yes	N/A	Yes	Yes	N/A
Empty the septic tank	Quarterly	N/A	N/A	N/A	15 000 liters	N/A
<b>TOTAL</b>		<b>7 020.68m<sup>2</sup></b>	<b>8 368m<sup>2</sup></b>	<b>3 239.27m<sup>2</sup></b>	<b>8 238.68m<sup>2</sup></b>	<b>38 950m<sup>2</sup></b>



Area 8 & 9: Itsoseng, Atamelang Lehurutshe & Tlokwe	FREQUENCY	ADDRESS:					
		Stand 3145 Development House (Office Block)	Stand 812 Mmabatho Flats Unit 3	Stand 300 Potch Industrial Tlokwe	Stand 2403 Small Industries Itsoseng	STAND 859 and 860 Atamelang Shopping Complex And Small Industries	Shopping Complex, Stand 1851, Lehurutshe
Details:							
Pick up all types of litter and ensure that the area is kept clean and tidy	Daily	6703m <sup>2</sup>	5 991m <sup>2</sup>	1 594m <sup>2</sup>	200m <sup>2</sup>	3 494m <sup>2</sup>	16 423m <sup>2</sup>
Maintain and clean the swimming pool	Weekly	N/A	135m <sup>2</sup>	N/A	N/A	N/A	N/A
Sweep the paving including parking bays	Daily	2153m <sup>2</sup>	1 600m <sup>2</sup>	N/A	N/A	389m <sup>2</sup>	15 613 m <sup>2</sup>
Empty dustbins into the main bin	Daily	Yes	Yes	Yes	Yes	Yes	Yes
Cut the lawn inside the specified properties when necessary	N/A	4 550m <sup>2</sup>	4 392m <sup>2</sup>	3 720m <sup>2</sup>	9 083m <sup>2</sup>	3 105m <sup>2</sup>	810m <sup>2</sup>
Prepare and tidy of flower beds	Weekly	Yes	Yes	N/A	N/A	- Yes	- Yes
Trim all the trees and shrubs inside the specified properties	Fortnightly	Yes	Yes	N/A	N/A	Yes	- Yes
Apply top soil and fertilizer	Quarterly	Yes	Yes	N/A	N/A	N/A	Yes
Remove garden refuse when necessary	N/A	Yes	Yes	Yes	Yes	N/A	Yes
Water the garden	Weekly	Yes	Yes	N/A	N/A	Yes	Yes
Clean the roof	Quarterly	N/A	N/A	N/A	N/A	N/A	N/A
Clean all gutters and down pipes	Quarterly	N/A	N/A	N/A	N/A	N/A	N/A
Wash, clean and disinfect tiled floors, vanity slabs, wash-basins, urinals, mirrors, taps, etc. in all toilets	Daily	N/A	N/A	N/A	N/A	62m <sup>2</sup>	135.24m <sup>2</sup>
Replenish soap, paper toweling and toilet paper in all toilets	Where necessary	N/A	N/A	N/A	N/A	Yes	Yes
Trim grass along the fence and remove weeds on the paving	Where necessary	17 616m <sup>2</sup>	14 400m <sup>2</sup>	6 494m <sup>2</sup>	10 021m <sup>2</sup>	5 094m <sup>2</sup>	48 220m <sup>2</sup>
Provide <b>she bin</b> liners and maintenance thereof for female toilets	Daily	N/A	N/A	N/A	N/A	Yes	Yes
Empty the septic tank	Quarterly	N/A	N/A	N/A	N/A	Yes	Yes
<b>TOTAL</b>		<b>31 022m<sup>2</sup></b>	<b>26 518m<sup>2</sup></b>	<b>11 808 m<sup>2</sup></b>	<b>19 304m<sup>2</sup></b>	<b>12 144m<sup>2</sup></b>	<b>81 201.24m<sup>2</sup></b>

## 5. DURATION

5.1 The duration of the contract will be for a period of THREE (3) years.

## 6. SPECIAL CONDITIONS

6.1 The successful bidder shall upon receipt of written notification of award of the bid, be required to conclude a Service Level Agreement (SLA) with NWDC.

6.2 The SLA will serve as a tool to measure, monitor and assess the suppliers' performance level and ensure effective delivery of service, quality and value add.

6.3 The bidder shall render all or any of the services described in the tender document of the Corporation's terms and conditions and in accordance with the specifications stipulated in this tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).

6.4 The bidder hereby agrees that the offer (unit price x quantity) herein shall remain binding upon him/her and receptive for acceptance by the Corporation during the validity period indicated and calculated from the closing hour and date of the Tender; this Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.

6.5 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her own risk.

6.6 The bidder hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfillment of this contract.

6.7 The service Providers might be required to do a formal presentation whereby they will receive 3 (three) days notification from Nwdc as such

## 7. INDEMNITY

The Successful bidder shall indemnify NWDC against any claim for compensation in terms of Workmen's Compensation legislation for any loss which the bidder is liable; and any claim by any employee of the bidder for any loss or damage resulting from any bodily injury and/or damages to property caused by facilities or cleaning staff.

## 8. EVALUATION AND ADJUDICATION CRITERIA

Proposals will be evaluated in terms of the preferential procurement policy and the preferential Procurement Policy Framework Act (Act 5 of 2000), as amended and the subsequent regulation's point system. The criteria here-below will be used to evaluate proposals:

### 1<sup>st</sup> STAGE – FUNCTIONALITY

Criteria	Description	Scores	Functionality Assessment	Portfolio of Evidence
Company experience	Bidders /Contractors indicate the number of experience years related to the required work.	20	1 – 12 months = 5 points 2 – 3 years = 10 points 4 years or more = 20 points	Company Profile, and Registration Documents indicating your experience related to this work.
Financial Capacity	Confirmation Letter of Bank not more than 3 months	5	Confirmation letter of Bank not more 3month = 5 points	Letter from Bank not more 3 months
	Minimum of one year financial statements.	10	Minimum of one year financial statement = 10 points	Financial Statements reviewed by Independent Bookkeeper, Accountant or Auditing Firms
Resources	List of available resources, tools and equipment to deliver the work.	25	List of resources, tools and equipment for gardening, cleaning and maintenance	Weel Borrow, Spades, Forks Rakes, Lawn Rakes, Road Brooms, Hand Trowel, Flower Forksm, hedge shears, horsepipes, Lawnmowers, Trimmers, Side Cutters, bakkies, trailers, plumbing, electrical and general maintenance equipment.
Local employment	Appointment of locals during the delivery of the work.	25	1 local resource = 10 points 3 - 4 local resources = 15 points 5 or more local resources = 25 points	Commitment letter indicating appointment of locals
Reference of relevant experience	Reference letter on the client letterhead including period of service confirming the work delivered by the bidder.	15	1 reference letter = 5 point 2 reference letters = 10 points 3 or more reference letters = 15 points	Reference letters in the client company letter head.

**NB: Minimum qualifying percentage to advance to the Preferential Point stage is to attain 60 points provided that all prescribed, required FICA and other administrative documents in terms of table on Annexure D are submitted.**

**2<sup>nd</sup> STAGE: PREFERENTIAL SCORING**

**9. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000: PREFERENTIAL PROCUREMENT REGULATIONS, 2017**

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>SCORE (%) - Price</b>	<b>B-BBEE</b>
<b>Price and B-BBEE</b>	The 80/20 preference point system is applicable to bids* with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes Included).	80	20

**10. PRICING AND SCHEDULE OF FEES - ANNEXURES**

**10.1 SUMMARY TOTAL OF BOJANALA WEST - ANNEXURE A**

<b>BOJANALA WEST</b>	<b>TOTAL M<sup>2</sup></b>	<b>MONTHLY - PRICE</b>	<b>ANNUALLY – PRICE</b>	<b>3X YEARS PRICE</b>
SUB-TOTAL AREA 1: Madikwe, Silverkraans, Mabeskraal & Ledig	15 902m <sup>2</sup>			
SUB TOTAL AREA 2: Bodirelo Industrial Site	58 584m <sup>2</sup>			
SUBT TOTAL AREA 3: Mogwase Small Industries And Mogwase Flats	31 779m <sup>2</sup>			
SUBT TOTAL AREA 4: Mogwase Shopping Complex	55 495m <sup>2</sup>			
SUB-TOTAL AREA 5: : Tlhabane And Photsane	36 252m <sup>2</sup>			
<b>TOTAL OF BOJANALA WEST</b>	<b>198 012 m<sup>2</sup></b>			

**10.2 SUMMARY TOTAL OF BOJANALA EAST - ANNEXURE B**

<b>BOJANALA EAST</b>	<b>TOTAL M<sup>2</sup></b>	<b>MONTHLY - PRICE</b>	<b>ANNUALLY – PRICE</b>	<b>3X YEARS PRICE</b>
SUB-TOTAL AREA 6: Garankuwa Mabopane	85 823.30 m <sup>2</sup>			
SUB-TOTAL AREA 7: : Babelegi	65 816.63 m <sup>2</sup>			
<b>TOTAL OF BOJANALA EAST</b>	<b>151 639.93 m<sup>2</sup></b>			

**10.3 SUMMARY TOTAL OF NGAKA MODIRI MOLEMA AND DR K KENNETH KAUNDA – ANNEXURE C**

<b>BOPHIRIMA</b>	<b>TOTAL M<sup>2</sup></b>	<b>MONTHLY - PRICE</b>	<b>ANNUALLY – PRICE</b>	<b>3X YEARS PRICE</b>
SUB-TOTAL AREA 8: Ngaka Modiri Molema	170 189.24 m <sup>2</sup>			
SUB –TOTAL AREA 9 :Stand 300 Potch Industrial Area (Dr Kenneth Kaunda)	11 808 m <sup>2</sup>			
<b>TOTAL OF BOPHIRIMA</b>	<b>181 997.24 m<sup>2</sup></b>			

**11. TENDER COLLECTION**

Tender documents are collectable on e-portal, the Provincial Treasury website.

**12. BRIEFING SESSIONS:**

*There will be a compulsory briefing session on the following dates:*

**Area 1 :** Silverkraans 05<sup>th</sup> March 2018 @ 09h00;  
Madikwe 05<sup>th</sup> March 2018 @11h00;  
Ledig 05<sup>th</sup> March 2018 @ 13h30;  
Mabeskraal 05<sup>th</sup> March 2018 @ 15h00.

**Area 2 :** Bodirelo Industrial Area 06<sup>th</sup> March @ 09h00.

**Area 3 :** Mogwase Unit 4 Flats 06<sup>th</sup> March 2018 @ 11h00;  
Mogwase (Small Industries) 06<sup>th</sup> March 2018 @ 15h30.

**Area 4 :** Mogwase Shopping Complex 06<sup>th</sup> March 2018 @ 13h00.

**Area 5 :** Tlhabane Small Industries 07<sup>th</sup> March 2018 @ 09h00;  
Tlhabane Flats 07<sup>th</sup> March 2018 @ 10h30;  
Tlhabane Motor Town 07<sup>th</sup> March 2018 @ 12h00;  
Tlhabane Mini Industries 07<sup>th</sup> March @14h00,  
Photsaneng 07<sup>th</sup> March 2018 @16h00

**Area 6 :** Garankuwa Stand 11 Garankuwa 08<sup>th</sup> Mar 2018 @ 09h00;  
Stand 235, 6 & Garankuwa 08<sup>th</sup> Mar 2018 @ 11h30;  
Stand 67 & 68 08<sup>th</sup> Mar 2018 @ 14h00;

Zone 1 Shopping Complex 09<sup>th</sup> Mar 2018 @09h00;  
Mabopane Block A 09<sup>th</sup> Mar 2018 @ 11h30; and  
Mabopane Stand 166 09<sup>th</sup> Mar 2018 @14h00.

**Area 7 :** Babelegi (Stand 14 ) 12<sup>th</sup> Mar 2018 @ 09h00;  
Stand 85 Kudube 12<sup>th</sup> Mar 2018 @12h00;  
Stand 402 Kudube 12<sup>th</sup> Mar 2018 @14h30;

Stand 4807 Kudube 13<sup>th</sup> March 2018 @09h00, and  
Marapyane Stand 99047 13<sup>th</sup> Mar 2018 @12h30

**Area 8 & 9:** Lehurutshe 14<sup>th</sup> Mar 2018 @ 09h00;  
Mmabatho Development House 14<sup>th</sup> Mar 2018 @ 12h00;  
Atamelang 14<sup>th</sup> Mar 2018 @15h00,

Itsoseng 15<sup>th</sup> Mar 2018 @ 09h00; and  
Tlokwe 15<sup>th</sup> Mar 2018 @13h00.

**NB: The stipulated sites will be visited during the compulsory briefing dates and times.**

### 13. CLOSING DATE AND SUBMISSIONS

- a. Three document packs of proposals i.e. One (1) Original and (2) copies must be sealed together marked Tender Number **(NWDC/BOJANG/2018 Facilities Management and Cleaning Services for the Bojanala, Dr Kenneth Kaunda and Ngaka Modiri Molema District Properties** must be hand delivered or couriered and dropped in the tender box at the **NWDC Regional Office, 30 James Watt Crescent, Industrial Site, Mahikeng.**
- b. Proposals must reach the above address as per areas, date and time stipulated below. (The envelope should clearly on the cover state the area the Bidder is bidding for):
  - I. **District Bojanala West :Closing date and time: 11<sup>th</sup> April 2018 @11h00**
  - II. **District Bojanala East : Closing date and time: 11<sup>th</sup> April 2018 @15h00**
  - III. **District (Ngaka Modiri Molema & Dr Kenneth Kaunda): Closing date and time: 12<sup>th</sup> April 2018@12h00**
- c. **No late submissions shall be accepted.**
- d. Bid Documents are late if they are received at the address given in the document; after closing date and time.
- e. Bidders are urged to provide the address at the back of your sealed proposal envelope.
- f. If a courier service company is to be used for delivery of the tender document, the bid document description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed or dropped into the tender box. **The NWDC will not be held responsible for incorrect delivery or delivery delays or loss of tender documents.**
- g. Proposals that are not received by the deadline will not be considered and will be returned to the proposer unopened.
- h. No Electronic, Email or Faxed Proposals shall be accepted.
- i. All costs related to this tender shall be carried by the proposer.

### 14. OPENING OF BID DOCUMENTS

Kindly note that bid documents will be opened on **the same date after submission cut off time** and applicants are invited to attend.

Venue : North West Development Corporation Reception  
30 James Watt Crescent  
Industrial Site  
Mahikeng  
2745

## 15. ENQUIRIES

Enquiries may be directed to the following person:

Scope/Terms of Reference	Tender/Bid Document
<b>Tebogo Mosele</b> – Acting Area Manager (017) 422-0067/70 Email: <a href="mailto:tebogok@nwdc.co.za">tebogok@nwdc.co.za</a>	<b>Neo Mogashane</b> – Snr. Procurement Officer (014) 594 2571 email : <a href="mailto:neom@nwdc.co.za">neom@nwdc.co.za</a>
<b>Danny Ramasodi</b> – Acting Area Manager (017) 422-0067/70 Email: <a href="mailto:dannyr@nwdc.co.za">dannyr@nwdc.co.za</a>	
<b>Bobby Legotlo</b> – Area Manager (017) 422-0067/70 Email: <a href="mailto:bobbyl@nwdc.co.za">bobbyl@nwdc.co.za</a>	Mmapula Pholoana – Snr. Procurement officer (017) 422 0067/70 <a href="mailto:mmapulap@nwdc.co.za">mmapulap@nwdc.co.za</a>

The North West Development Corporation is not compelled to accept the lowest or any other tender. Tenders should remain valid for a period of 90 days after the closing date. Tenders not meeting specifications, evaluations criteria and requirements as specified in this invitation, will be automatically disqualified.



**Annexure D**

**FICA REQUIREMENTS AND ADDITIONAL ADMINISTRATIVE INFORMATION REQUIRED**

<b>Authenticated copies are permissible</b>		
<b>No</b>	<b>Document</b>	<b>Checked (v/X) (Yes/No)</b>
1	Company profile and experience	
2	B-BBEE certificate (Only SANAS and Sworn Affidavits Certificates shall be accepted)	
3	Company registration (CIPC) and Company Documents	
4	Valid CIDB certificate – Minimum Grade 2	
5	Electrical Certificate of Compliance	
6	Confirmation Letter of the Bank –Not more that 3 months Old	
7	Minimum of 1 (one) Financial Statements	
8	List of Resources , tools and equipment for this work	
9	Commitment Letter to appoint local resources	
10	Reference Letter on client letter head on previous work done	
11	Confirmation of Residential Address or Business Address	
12	SARS Valid Tax Clearance Certificate	
13	VAT Registration Certificate (if VAT registered)	
14	CV, ID Copies and Profile of Directors, Team Members and Supporting Staff Members	
15	Signed Joint Venture/Consortium Agreement (where applicable)	
16	Proposal/Methodology/ Approach	
17	Project Plan with clear time lines	
18	SBD 1 - Invitation to Bids	
19	SBD 2 – Tax Clearance Certificate Requirement	
20	SBD 3.1 - Firm Prices: All-inclusive+VAT Monthly : Annually: 3x Years :	
21	SBD 4 – Declaration of Interest	
22	SBD 6.1 - Preference points claim form in terms of the Preferential Procurement Regulations	
23	SBD 8 – Declaration of Bidders Supply Chain Practices	
24	SBD 9 - Certificate of Independence	

**\*--Clearance Certificate must be valid at time of tender.**

- Please Tick (v) if available and (X) if not available.
- In case of a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/JV member or subcontractor as well as certified copy of a relevant agreement.
- It must be noted that the evaluation of the proposal will be conducted in line with the scope of work indicated in this document.
- Only SANAS or SWORN AFFIDAVIT B-BBEE certificates shall be accepted.
- Non-submission of the above documents will render this tender invalid.

## 16. REASONS FOR DISQUALIFICATION

The NWDC 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:

- Bidders who submitted incomplete information and documentation according to the requirements of this bid document;
- Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- Bidders who received information not available to other vendors through fraudulent means; and/or
- Bidders who do not comply with mandatory requirements as stipulated in this bid document.