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TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/107/2023/2024:

PROVISION OF CLEANING AND HYGIENIC SERVICES FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

**A COMPULSORY BRIEFING SESSION TO BE HELD ON
12 JANUARY 2024**

CLOSING DATE AND TIME OF BID

02 FEBRUARY 2024 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

**TERMS OF REFERENCE FOR RENDERING OF CLEANING AND HYGIENIC SERVICES FOR
POLOKWANE INTERNATIONAL AIRPORT.**

1. INTRODUCTION

Gateway Airport Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable and experienced service provider for rendering of cleaning and hygienic services for the period of three (03) years at Polokwane International Airport.

According to **section 8(1) of the Occupational Health and Safety Act, Act 1993 (Act no. 85 of 1993), as amended**, *the employer shall provide and maintain as far as reasonably practicable, a working environment that is safe and without risks to the health of his employees.*

In light of this, GAAL aim is to ensure compliance with the Act and provide a conducive, enabling and healthy work environment for its employees, thus the need to appoint an appropriately, qualified and experienced service provider to meet the minimum requirements as stipulated in the Terms of Reference.

2. SCOPE OF WORK

This Terms of Reference is structured for rendering of **general cleaning and hygienic services** to Polokwane International Airport, which is situated at N1 North to Makhado, Gateway Drive, Polokwane.

This document is structure in Three (3) parts namely:

PART A: HIGH CONCENTRATION AREA

PART B: LOW CONCENTRATION AREA

PART C: HYGIENIC SERVICES

PART A – HIGH CONCENTRATION AREA

ITEM	SCOPE OF CLEANING	QUANTITY	Square meter
2.1	Main Terminal Building (boardroom and VIPs included)	1	3986.25
2.1.1	Boardroom and VIP rooms (carpets)	3	114.74
2.1.2	Viewing deck (floor tile)	1	
2.1.3	Information Helpdesk (floor tile)	1	
2.1.4	Toilets (floor tiles)	63	

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2.1.5	Lift	1	
2.1.6	Staircases (floor tiles)	2	
2.1.8	Kitchens (floor tiles) – including appliances.	2	
2.2	Old Terminal/Car Rental Building (boardroom included)	1	510
2.2.1	Boardroom (carpet)	1	38.04
2.2.2	Toilets (floor tiles)	13	
2.2.3	Kitchen (floor tiles) – including appliances.	1	
2.1.4	Staircases (floor tiles)	1	
2.3	Parking Bays (paving)	120	726
2.4	Airport Clinic	1	493.75
2.4.1	Toilets	4	
2.5	Car Rental Wash Bay Toilets	2	10
2.6	Maintenance Workshop	1	988
2.6.1	Maintenance Workshop Toilets	4	
2.7	Airport Charges Office	1	12
2.7.1	Toilets	3	
2.8	Fire and Rescue Buildings (floor tile)	1	268.9
2.8.1	Kitchen – including appliances.	1	
2.8.2	Toilets	12	
2.8.3	Showers (male and female)	4	
2.8.4	Change rooms (male and female)	2	
2.9	New Finance office / Old apron (floor tiles)	1	66

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2.9.1	Kitchen – including appliances.	1	
2.9.2	Toilets	3	
2.10	Aerospace Building	1	169
2.10.1	Training room	1	
2.10.2	Risk and Compliance Manager's office	1	
2.10.3	HR Offices	1	
2.10.4	Kitchens – including appliances	2	
2.10.5	Toilets	5	
2.11	Gazebo Area	1	7
	Gazebo Toilets	8	
2.12	Windows	96	
2.13	Doors (wooden)	40	
2.14	Sliding Doors (Glasses)	8	
2.15	Single Glass Doors	8	
2.16	Double Glass Doors	26	
2.17	Average number of employees and visitors	550	
	Total space to be cleaned for High Concentration Area		7236.9 sq (Part A)

PART B – LOW CONCENTRATION AREA

ITEM	SCOPE OF CLEANING	QUANTITY	Square meter
2.18	Conference Centre	1	1000
2.18.1	Conference Centre Toilets	13	

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2.19	Hangar T49	1	1080
2.19.1	Hangar T49 Toilets	15	
2.20	School Children Toilets	11	90
2.21	Aerospace Hall	1	15
2.22	Windows	16	
2.23	Doors	8	
2.24	Double Glass Doors	5	
	Total space to be cleaned for Low Concentration Areas		2185 sq (Part B)

PART C –HYGIENIC SERVICES

The service provider will be expected to provide the following services:

- † Installation and disposal of She-bin every week.
- † Provision deep cleaning services once a month.
- † Installation and refilled of Air Freshener in the toilet's rooms are to be done on a regular basis which will be monitored by present of both parties.
- † Provision of urinary dispenser will be done on a regular basis which will be monitored by present of both parties.
- † Provision of bio- hazard waste bags and disposal thereof twice on a weekly basis.

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ITEM	AREAS TO BE ATTENDED AND TYPE OF SERVICES						
	AREAS	Male Toilets	Urinary Toilets	Female Toilets	Disable Toilets	Deep Cleaning	Air Freshener
2.25	Main Terminal Building	17	15	25	6	63	27
2.26	Old Terminal (Car Rental) Building	3	4	5	1	13	5
2.27	Hangar T49	4	4	6	1	15	6
2.28	Conference Centre	4	3	5	1	13	3
2.29	Car Rental Wash Bay Toilets	2	0	0	0	2	0
2.30	School Children Toilets	0	3	8	0	11	0
2.31	Gazebo Area	2	2	3	1	8	0
2.32	Fire and Rescue Area	7	3	2	0	12	3
2.33	Electrical Workshop	1	0	0	0	1	1
2.34	Cleaners Change room	0	0	2	0	2	1
2.35	Old Apron Offices	1	1	1	0	3	3
2.36	Maintenance Workshop	3	0	1	0	4	2
2.37	Apron Office	1	1	1	0	3	3
2.38	Main Gate	1	1	1	0	3	3
2.39	Aerospace Building	2	2	3	1	8	3
	TOTAL	48	39	63	11	161	57

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3. CLEANING REQUIREMENTS

ELEMENTS	REQUIREMENTS	FREQUENCY	COMPLY YES / NO
3.1 External features, fire exits and stairwells	Landings, ramps, stairwells, fire exits, steps, entrances, balconies, external lights fittings are free of dust, grit, dirt, cobwebs, rubbish, cigarette, butts, gum and bird excreta.	Daily	
	Handrails and external walls are free of dust, grit, lint, soil and cobweb.	Daily	
3.2 Walls, power skirting's and ceiling	Internal and external walls are free of dust, grit, lint and cobweb.	Monthly	
	Walls and ceiling are free of marks caused by furniture, equipment or staff.	Monthly	
	Light switches are free of fingerprints, scuffs and other marks.	Daily	
	Light covers and diffusers are free of dust, grit lint and cobweb	Monthly	
	Polished surfaces are of uniform luster.	Weekly	
	Skirting's are free of marks caused by furniture and equipment of staff	Daily	
3.3 Window glasses, frames and blinds	External windows and blinds.	Monthly	
	Internal surfaces of the glass are clear of all streaks, spots and marks, including fingerprints and smudges.	Monthly	
	Window frames, tracks and ledges are clear and free of dust, grit, marks and spots.	Monthly	

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3.4 Doors	Internal and external doors and doorframes are free of dust, grit, marks and spots.	Weekly	
	Doorframes are free of marks caused by furniture and equipment of staff.	Daily	
	Air vents, relief grilles and other ventilation outlets are kept unblocked and free of dust, grit, soil, cobwebs, scuffs and any other marks.	Monthly	

3.5 Hard floors	The floor is free of dust, grit, litter marks and spots, water or other liquids.	Daily	
	The floor is free of build-up at the edges and corners or in traffic lanes.	Weekly	
	The floor is free of spots, scuffs, or scratches on traffic lanes, around furniture and at pivot points.	Monthly	
	Buffed floors are of a uniform luster.	Monthly	
	Appropriate signage and precautions are taken regarding pedestrian safety of newly cleaned or wet floors.	Daily	
3.6 Concrete and pavers	After sweeping all areas must be free of dirt, dust, leaves, debris and weeds.	Monthly	
	After spot cleaning, hosing or pressure cleaning concrete and pavers, all areas must be free of dust, accumulated dirt, litter, sand and excess water, leaving surfaces clean and reasonably dry	Monthly	

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3.7 Soft floors, entry matting	The floor is free of dust, grit, litter, marks and spots, water or other liquids.	Daily	
	The floor is free of stains spots scuffs or scratches, around furniture and at pivot points where carpets are vacuumed and cleaned properly.	Weekly	
	When carpets extraction shampooing is complete must be free of all deep seated dirt, stains and soiling and be left in a reasonably dry condition giving a uniform appearance.	Monthly	

3.8 Ducts, grills and air vents	All ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobweb, scuffs and any other marks.	Monthly	
3.9 Computer rooms	Clean in such a manner that computers are free of dust, grit and any other marks.	Weekly	
3.10 Board rooms	Vacuum, dust and polish the Boardrooms.	Daily	
3.11 Electrical fixtures and appliances	Electrical fixtures and appliances are free of dirt, dust, marks stains and cobwebs.	Daily	
3.12 Furnishings and Fixtures	Hard surface furniture is free of spots, films, dust, fingerprints and spillages.	Daily	
	Soft surface furniture is free from stains, soil, film and dust.	Daily	
	Furniture legs, wheels and castors are free from mop string, soil, film, dust and cobweb.	Weekly	

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	All vertical and horizontal blinds are free from stains, dust, cobwebs, lint and soil age.	Monthly	
	Equipment is free of tapes/plastics which may compromise cleaning.	Weekly	
	Furniture has no odor that is distasteful or unpleasant.	Daily	
	Shelves, bench-tops, cupboards are clean inside and out, free of dust and litter or stain.	Weekly	
	Waste/rubbish bins or containers are clean inside and out and lined with clean plastics	Daily	
	Fire extinguishers and fire alarms are free of dust, grit and cobwebs.	Weekly	
3.13 Toilet paper	Installation of toilet papers in all the toilets	Twice Daily	
	Supply and deliver 350 sheets, 2PLY soft grade toilet paper (pack of 48) X 200 qty	Quarterly	
3.14 Environment general tidiness	The area appears tidy and uncluttered	Twice Daily	
	Floor space is clear, only occupied by furniture and fittings designed to sit on the floor	Daily	
	Furniture is maintained in a fashion that allows for cleaning.	Daily	
	Fire access and exit doors are left clear and unhindered.	Daily	
3.15 Odor control	The areas smell fresh.	Twice Daily	
	There is no odor that is distasteful or unpleasant.	Twice Daily	

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	Room deodorizers are clean and functional	Twice Daily	
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4. TERMS AND CONDITIONS

4.1 DURATION OF CONTRACT

GAAL will enter a Three (3) years contract with the successful bidder.

4.2 TURNKEY SOLUTION AND MAINTENANCE PLAN

All cleaning and hygienic materials, consumable materials and equipment will be provided for by the service provider. GAAL will only be liable for paying the service provider.

4.3 PLASTIC REFUSE BAGS AND OFFICE DUSTBINS LININGS

Plastic refuse bags and office dustbin linings needed for refuse service must be supplied by the service provider including the refuse for She- bin and bio- hazard bins. The cost for such must be included in the bid price.

4.4 FIRE EXTINGUISHERS

Under no circumstances, will the service provider and his/her employees make use of fire hose reels or other fire extinguishers on the site, in activities attached to the rendering of cleaning services.

4.5 CLEANING DETERGENT

No equipment, utensils or cleaning agents / detergents which may damage the building, fittings, persons or contents shall be used. It is required that all equipment and materials must be ISO compliant standard.

4.6 WARNING BOARDS

Clearly legible warning boards or signs shall be exhibited when cleaning services is in progress to avoid possible cause of injuries to any persons.

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4.7 FLAMMABLE AND POISONOUS SUBSTANCES

The service provider shall not use or store any flammable or poisonous substances on the premises without the written consent of GAAL, for rendering of the service or any other purpose.

4.8 LIABILITY

The service provider indemnifies GAAL herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage to property of the contractor or any other person that may result from or be related to the execution of this contract.

4.9 DAMAGE AND COMPENSATION

The service provider will be held responsible for any damage or theft that may be caused to the premises or content by him/her or his/her employees or be due otherwise and claim for indemnification can accordingly be imposed by GAAL against the service provider.

4.10 RECTIFICATION OF DAMAGES

In the case of damages to carpets, furniture, etc, resulting from the rendering of the service, the service provider undertakes to rectify the damage immediately to the satisfaction of the state. If the contractor fails to act immediately after notification, GAAL will rectify the damage at will and the costs thereof will be recovered from any monies outstanding.

4.11 TERMINATION AND /WITHDRAWAL

In cases of any failure to comply with any of the conditions of the service provider or unsatisfactory rendering of services, the stipulations of the Government Procurement General Conditions Contract (GCC) will be applied.

GAAL reserves the right to withdraw any part(s) of the premise as a whole from the service, with three months written notification to the service provider. Should a part of the premises be withdrawn, the contract amount will be adjusted pro-rata from date of withdrawal. The service provider will be entitled to payment up to the date of withdrawal.

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4.12 BREACH OF CONTRACT

If the service is interrupted or temporarily delayed as a result of labor disputes, civil revolt, a local or national disaster, or any other cause above the control of the service provider, the parties must mutually agree on the methods to continue with essential services.

4.13 CONDITIONS IN RESPECT OF PERSONNEL OF THE SERVICE PROVIDER

- The personnel of the service provider will have access to all areas, subject to other stipulations specified in the contract or service level agreement.
- If the service is not rendered in that specific area at a given time, arrangements can be made.
- In such a case the service provider will immediately comply with the request and will not (as a result of such a request) be entitled to bring a claim for loss or damage against the Entity and the will indemnifies the Entity against any claim from the employee concerned.
- The service provider must ensure that the total number Twenty-two (22) including supervisors of personnel offered for the execution of the contract is on duty on a daily basis.
- The service provider must ensure that everything installed or fixed to the building by him or her is of good condition and approved by SABS standard and should be replaced at all times until the end of the contract. The contract is comprehensive, and the payment covers everything supplied by the service provider. All installed equipment will remain the property of GAAL at the end of the contract.
- The service provider will be required to submit proof of attendance or roster monthly that corresponds with the claimed invoice.
- The services provider must make provision for all employees' permit at a fee of R120.00 (subject to yearly escalation) per personnel which is valid for a period of 12 months.
- Six employees will be required to attend Airside Induction training which is offered by South African Civil Aviation (SACAA) recognized training provider.
- All employees, supervisor and manage and any person involved must all attend Security Awareness training offered by SACAA recognized training provider.

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5. SECURITY IDENTIFICATION

- The service provider must supply each employee with a photo identification card with the following information:
 - a) *Name of the company*
 - b) *Name of the employee*
 - c) *Signature of the employee*
 - d) *Verification of employees who will be working at GAAL before they can be posted.*

- The card must be worn in order to be visible at all times whilst on the premises of GAAL. The service provider must have sufficient control over the identification cards to prevent any unauthorized use thereof.

- At no time may the service provider and his/her employees make regards to any State activities to the public or news media.

- The service provider should appoint a supervisor for all the cleaners, and to have a contact cellular phone for communication.

6. UNSPECIFIED SERVICES

- a. If the occupants of the building require any unspecified services, payment must be made for such services and authorization in the form of an official order form must be obtained in advance.

7. PAYMENT

Payment will be made monthly upon submission of an invoice and proof of attendance or roster for the services rendered.

The invoice must indicate for which month's services payment is claimed and must reflect the order number. Invoices cannot be certified as correct before the work has been properly performed, that is certification can only take place after the last working day of the month during which the service was rendered. Payment will be made within 30 days after the end of the month during which the service was rendered.

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8. COST

The price for Three 3 years should be fixed and inclusive of VAT.

Note: must be submitted in accordance with the pricing schedule in a separate envelope.

9. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative & mandatory requirements, functionality, and preference point system;

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Bidders must submit all documents as outlined in paragraph 9.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 65 points out of 100 points to proceed to Gate 3 (Price and Specific goals).	Bidder(s) will be evaluated on price (weighted price) and Specific goals claimed points

9.1 Gate 0: Administrative (mandatory) requirements

Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
GATE 0: ADMINISTRATION REQUIREMENTS EVALUATION				
	SBD 1 Invitation to Bid	Yes	Yes	
	Proof of authority must be submitted as per SBD 1 e.g. company resolution for the capacity under which this bid is signed.	No	Yes	
	SBD 4 Bidders Disclosure	Yes	Yes	
	SBD 6.1 Preference Points Claim Form	Yes	Yes	
	Full updated CSD report	No	Yes	
MANDATORY REQUIREMENTS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
GATE 1: FUNCTIONALITY COMPLIANCE EVALUATION				
	Contactable reference letters (signed) from previous and existing client stipulating numbers of years of the experience/project.	No	Yes	
	Contactable reference letters (signed) from previous client (completed projects).	No	Yes	
	Valid Certificate of registration with the any cleaning association (e.g Council for National Cleaning Association).	No	Yes	
	Proof of address that has been existence for the past 12 months as it appears on SBD 1 and CSD report e.g Lease Agreement / Municipal water and rates / Chief/Council letter or any other applicable proof.	No	Yes	
GATE 2: PRICE & SPECIFIC GOALS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
OTHER DOCUMENTS REQUIRED				
	Bidders Company Profile	No	Yes	
	Bidders CIPC Company Registration Documents	No	Yes	

¹ Table 1 is provided as guidance to assist bidders with documents that must be returned with the bid. The list is not exhaustive, and it is the responsibility of the bidder to provide all required documents as per the provision of each clause in this bid

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
	General Condition of Contract	Yes	Yes	

GATE 0: ADMINISTRATIVE EVALUATION

Bidders are required to submit the legislative documents to comply with the policy to guide uniformity in procurement reform processes in the Government regarding the standardised bidding documents (SBDs) for the supply chain management. It is also a requirement for bidders to submit additional documents as detailed below:

SBD 1 – Invitation to Bid

Proof of Authority – This is a Company Resolution for the capacity under which this bid is signed.

SBD 4 – Bidders Disclosure

SBD 6.1 – Preference Points Claim Form

Central Supplier Database (CSD) – A full updated CSD report

MANDATORY REQUIREMENTS EVALUATION

During this phase, the bidders' responses will be evaluated based on the mandatory requirement. Non-compliance to the mandatory requirement will result in the disqualification of the bid response.

Pricing Structure (or bid offer/pricing) and Schedule

Bid price /pricing structure must be completed /or submitted in full for all services categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

Price structures that do not comply with this requirement will invalidate the Prices must be all-inclusive for the provision of cleaning and hygienic services, this includes VAT (if registered for VAT), and any other costs that may influence the price.

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9.2 Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 65 points to proceed to Gate 2 for Price and Specific goals evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

CRITERIA	RATING	WEIGHT
Bidder's previous experience in cleaning services (attach contactable reference letters with clear duration).	1 - 3 years' experience = 10 >3 – 5 years' experience = 20 >5 years = 30	30
Number of cleaning projects completed (attach contactable reference letters)	1 – 3 Project(s) = 10 4 – 6 Projects = 20 7 (plus) Projects = 30	30
Proof of affiliation to any cleaning association	Registered = 20 Not registered = 0	20

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Bidder's demographic (submit proof of business address that has been in existence for not less than 12 months, i.e. municipal water and rates letter, lease agreement, Chief / Council letter)	Any other municipality = 5 Limpopo based municipality = 20	20
TOTAL		100

The maximum points that can be scored on functionality equals to 100. Bidders scoring less than 65 points will be disqualified.

Bidders that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, **only the qualifying bid(s) will be evaluated in terms of the 80/20.**

9.3 Gate 2: Preference Point System,

Only Bidders that have met the 65 points thresholds in Gate 1 will be evaluated in Gate 2 for price and specific goals.

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

10.1. Terms and conditions:

10.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.

10.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The

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successful service provider will be required to sign a confidentiality agreement with the airport.

10.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

10.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

10.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

10.1.6. Neither the airport, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

10.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

10.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

10.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;

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- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;
- f) Any other information necessary to permit full appraisal of its functioning.

10.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

10.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

10.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

10.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person. Copies of questions and answers will be published on the entity's website, without revealing the identity of the source of the questions.

10.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

10.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

11. Bid Submission

Bid documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

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Bid documents will only be considered if received by the entity on or before the closing date and time.

Bidders are required to submit their bids in two clearly marked envelopes as follows:-

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANADATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
<p>Exhibit 1:</p> <p>Administrative and mandatory documents (<i>Refer to Section 9.1 - Gate 0: Administrative requirements (Table 1) and Detailed Pricing Schedule (Pricing Submission)</i>)</p>	<p>Exhibit 5:</p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.</p>
<p>Exhibit 2:</p> <p>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation.</p> <p>Supporting documents for technical responses. (<i>Refer to Section 9.3 - Gate 2: Functionality Evaluation Criteria</i>)</p>	
<p>Exhibit 3:</p> <p>General Conditions of Contract (GCC)</p>	
<p>Exhibit 4:</p> <ul style="list-style-type: none"> • Company Profile • Any other supplementary information 	

12. PROJECT ENQUIRIES

For Administrative Enquiries

Contact person: Mr Julius Ramatjie

Email address: scmgroup@gaal.co.za

For Technical Enquiries

Contact person: Ms Jane Mathipe

Email address: jane.mathipe@gaal.co.za

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**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/107/2023/2024	CLOSING DATE:	2 FEBRUARY 2024	CLOSING TIME:	11H00
DESCRIPTION	PROVISIONING OF CLEANING AND HYGIENIC SERVICES FOR PERIOD OF THREE YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JULIUS RAMATJIE		CONTACT PERSON	JANE MATHIPE	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1054	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroup@gaal.co.za		E-MAIL ADDRESS	jane.mathipe@gaal.co.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:	MAAA
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?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)

DATE:

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BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win

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.

the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers:

The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	10	
Enterprises with ownership of 51% or more by person/s who are women	2	
Enterprises with ownership of 51% or more by person/s who are youth	2	
Enterprises with ownership of 51% or more by person/s with disability	2	
Enterprises located in rural/township areas	4	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company _____ registration _____ number:
.....

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4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

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

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(e) forward the matter for criminal prosecution, if deemed necessary.

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

