



Reg No: 1995/002792/06  
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## **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 North Landross Mare and Gateway Drive, Old Air force Base, Polokwane.

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

**PART A: HIGH CONCETRATION AREA**

**PART B: LOW CONCENTRATION AREA**

**PART C: HYGIENIC SERVICES**

**PART A – HIGH CONCENTRATION AREA**

ITEM	SCOPE OF CLEANING	QUANTITY	Square meter
<b>2.1</b>	<b>Main Terminal Building (boardroom and VIPs included)</b>	<b>1</b>	<b>3986.25</b>
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	
2.1.5	Lift	1	
2.1.6	Staircases (floor tiles)	2	
2.1.8	Kitchens (floor tiles)	2	
<b>2.2</b>	<b>Old Terminal/Car Rental Building (boardroom included)</b>	<b>1</b>	<b>510</b>
2.2.1	Boardroom (carpet)	1	38.04
2.2.2	Toilets (floor tiles)	13	
2.2.3	Kitchen (floor tiles)	1	
2.1.4	Staircases (floor tiles)	1	
<b>2.3</b>	<b>Parking Bays (paving)</b>	<b>120</b>	<b>726</b>
<b>2.4</b>	<b>Airport Clinic</b>	<b>1</b>	<b>493.75</b>
2.4.1	Toilets		
<b>2.5</b>	<b>Car Rental Wash Bay Toilets</b>	<b>2</b>	<b>10</b>
<b>2.6</b>	<b>Maintenance Workshop</b>	<b>1</b>	<b>988</b>
2.6.1	Maintenance Workshop Toilets	4	

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<b>2.7</b>	Airport Charges Office	1	12
<b>2.7.1</b>	Toilets	3	
<b>2.8</b>	Fire and Rescue Buildings (floor tile)	1	268.9
2.8.1	Kitchen	1	
2.8.2	Toilets	12	
2.8.3	Showers (male and female)	4	
2.8.4	Change rooms (male and female)	2	
<b>2.9</b>	New Finance office / Old apron (floor tiles)	1	66
2.9.1	Kitchen	1	
2.9.2	Toilets	3	
<b>2.10</b>	Risk and Compliance Manager's office	2	23
2.11	Gazebo Area	1	7
	Gazebo Toilets	8	
<b>2.12</b>	Windows	96	
<b>2.13</b>	Doors (wooden)	40	
<b>2.14</b>	Sliding Doors (Glasses)	8	
<b>2.15</b>	Single Glass Doors	8	
<b>2.16</b>	Double Glass Doors	22	
<b>2.17</b>	Average number of employees and visitors	550	
	<b>Total space to be cleaned for High Concentration Area</b>		<b>7090.9 sq (Part A)</b>

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## PART B – LOW CONCENTRATION AREA

ITEM	SCOPE OF CLEANING	QUANTITY	Square meter
<b>2.18</b>	Conference Centre	1	1000
2.18.1	Conference Centre Toilets	13	
<b>2.19</b>	Hangar T49	1	1080
2.19.1	Hangar T49 Toilets	15	
<b>2.20</b>	School Children Toilets	11	90
<b>2.21</b>	Aerospace Hall	1	15
<b>2.22</b>	Windows	16	
<b>2.23</b>	Doors	8	
<b>2.24</b>	Double Glass Doors	5	
	<b>Total space to be cleaned for Low Concentration Areas</b>		<b>2185 sq (Part B)</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 at least once every second week
- ❖ Provision of urinary dispenser
- ❖ Provision of bio- hazard waste bags and disposal thereof 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
	<b>TOTAL</b>	<b>46</b>	<b>37</b>	<b>60</b>	<b>10</b>	<b>153</b>	<b>54</b>

### 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	

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	Handrails and external walls are free of dust, grit, lint, soil and cobweb.	Daily	
<b>3.2 Walls, power skirting's and ceiling</b>	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	
<b>3.3 Window glasses, frames and blinds</b>	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	
<b>3.4 Doors</b>	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	

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<b>3.5 Hard floors</b>	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	
<b>3.6 Concrete and pavers</b>	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	
<b>3.7 Soft floors, entry matting</b>	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	

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<b>3.8 Ducts, grills and air vents</b>	All ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobweb, scuffs and any other marks.	Monthly	
<b>3.9 Computer rooms</b>	Clean in such a manner that computers are free of dust, grit and any other marks.	Weekly	
<b>3.10 Board rooms</b>	Vacuum, dust and polish the Boardrooms.	Daily	
<b>3.11 Electrical fixtures and appliances</b>	Electrical fixtures and appliances are free of dirt, dust, marks stains and cobwebs.	Daily	
<b>3.12 Furnishings and Fixtures</b>	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	
	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	

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	Fire extinguishers and fire alarms are free of dust, grit and cobwebs.	Weekly	
<b>3.13 Environment general tidiness</b>	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	
<b>3.14 Odor control</b>	The areas smell fresh.	Twice Daily	
	There is no odor that is distasteful or unpleasant.	Twice Daily	
	Room deodorizers are clean and functional	Twice Daily	

#### **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.

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#### **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 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.

#### **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

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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.

#### **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 Department and the will indemnifies the Department 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.

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- 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.

## **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*
- 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 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

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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.

## 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 envelop.

## 9. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative requirements, pre-qualification, functionality, and preference point system;

Administrative (mandatory) Criteria (Gate 0)	Pre-qualification Criteria (Gate 1)	Functionality Evaluation Criteria (Gate 2)	Price and B-BBEE Evaluation Criteria (Gate 3)
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.	Pre-qualification criteria for preferential procurement applicable to this bid shall be to a bidder having a minimum B-BBEE status level of contributor of level 1 to 3.  Any bidder not meeting this B-BBEE requirement will be disqualified.	Bidder(s) are required to achieve a minimum of 65 points out of 100 points to proceed to Gate 3 (Price and B-BBEE).	Bidder(s) will be evaluated on price (weighted price) and B-BBEE 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, **TERMS OF REFERENCE FOR RENDERING OF CLEANING AND HYGIENIC SERVICES FOR POLOKWANE INTERNATIONAL AIRPORT.**

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.

**Table 1: Documents that must be submitted for administrative/mandatory requirements**

<b>Document that must be submitted</b>	<b>Non-submission will result in disqualification.</b>	
Original Bid Documents	YES	Duly completed and signed.
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Pricing Schedule (Firm price) – SBD 3.1	YES	Complete <b>(it must be submitted in a separate envelope)</b> .
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on B-BBEE and will lead to elimination of the bid offer in terms of Clause 9.2.
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied pro forma document.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report)	YES	The bidder must be registered as a service provider on the Central Supplier Database (CSD).
<b>Original certified copy of B-BBEE certificate/ Original signed Sworn Affidavit</b>	YES	A bidder that fails to meet the pre-qualification criteria for preferential procurement mentioned in paragraph 9.2. shall be disqualified.
Proof of registration with National Cleaning Association	YES	Bidders are required to submit their proof of registration <b>(BEECA/NCCA)</b> at closing date.
Registration certificates with Department of Labour	YES	Bidders are required to submit their letter of good standing (COIDA) or certificate of compliance.
Proof of valid registration with Unemployed Insurance Fund	YES	Bidders are required to submit their proof letter of good standing or certificate of compliance.
Pricing Schedule	YES	Pricing structure must be completed in full for all service categories and be put in a separate envelope. 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

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		comparable with others who have quoted for all service categories.
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## 9.2 Gate 1: Pre-qualification Criteria

The pre-qualification criteria for preferential procurement applicable to this bid shall be to a bidder having a minimum B-BBEE status level of contributor of level 1 to 3. Any bidder not meeting this B-BBEE requirement will be disqualified.

Bidders must submit **Original certified copy of** B-BBEE certificate (recognised by SANAS agency or CIPC)/or **Original** signed Sworn Affidavit.

## 9.3 Gate 2: Functionality Evaluation Criteria

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

Only Bidders that have met the Pre-Qualification Criteria in (Gate 1) will be evaluated in Gate 2 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 3 for Price and B-BBEE 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 - 2 years' experience = 10 2 - 3 years' experience = 20 4 - 5 years' experience = 30 6 years (plus) = 40	<b>40</b>

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Number of cleaning projects completed (attach contactable reference letters)	1 - 2 Projects = 10 2 - 3 Projects = 20 4 - 5 Projects = 30 6 (plus) Projects = 40	<b>40</b>
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	<b>20</b>
<b>TOTAL</b>		<b>100</b>

**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 proposals will be evaluated in terms of the 80/20.**

#### **9.4 Gate 3: Preference Point System,**

Only Bidders that have met the 65 points threshold in Gate 2 will be evaluated in Gate 3 for price and B-BBEE

**Preference Points System** where the 80 points are awarded for price and the 20 points are awarded for B-BBEE as follows:

<b>FINAL EVALUATION CRITERIA</b>	<b>POINTS</b>
Price	80
B-BBEE	20
<b>Total</b>	<b>100</b>

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## **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 charge 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 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.

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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;
- 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

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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. Proposal 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.

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:-**

<b>ENVELOPE 1 (FUNCTIONALITY)</b>	<b>ENVELOPE 2 (PRICE &amp; B-BBEE)</b>
<b>Exhibit 1:</b>  Administrative and mandatory documents <i>(Refer to Section 9.1 - Gate 0: Administrative requirements (Table 1))</i>  Pre-qualification criteria <i>(Refer to Section 9.2 - Gate 1: Minimum B-BBEE status level of contributor.)</i>	<b>Exhibit 1:</b>  Detailed Pricing Schedule <i>(Pricing Submission)</i>
<b>Exhibit 2:</b> <ul style="list-style-type: none"><li>• Functionality Responses and Bidder Compliance Checklist for Technical Evaluation</li></ul>	<b>Exhibit 2:</b>  SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017.

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

<ul style="list-style-type: none"> <li>Supporting documents for technical responses. (Refer to Section 9.3 - Gate 2: Functionality Evaluation Criteria)</li> </ul>	
<b>Exhibit 3:</b> General Conditions of Contract (GCC)	
<b>Exhibit 4:</b> <ul style="list-style-type: none"> <li>Company Profile</li> <li>Any other supplementary information</li> </ul>	

## 12. Project Enquiries

For technical enquiries:

Contact person: Ms Evelyn Magagane

E-mail address: [evelyn.magagane@gaal.co.za](mailto:evelyn.magagane@gaal.co.za)

Tel: 015 590-8017

For administrative enquiries:

Contact person: Mr Julius Ramatjie

Email address: [scmgroup@gaal.co.za](mailto:scmgroup@gaal.co.za)

Tel: 015 590-8016

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