



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

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**ADVERTISEMENT**  
**RFQ-2025/26-AN-0066**

**REQUEST FOR QUOTATIONS TO RENDER DRY STEAM CLEANING OF OFFICES, CLEANING OF FURNITURE & CLEANING OF GROUNDS AT WINNIE MADIKIZELA MANDELA LOCAL SERVICE OFFICE : ALFRED NZO DISTRICT- DEPARTMENT OF SOCIAL DEVELOPMENT IN EASTERN CAPE**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development  
Private Bag X401  
Mount Ayliff  
4735

**Contact Person:**

Ms. N. Maphasa  
Tel: 0392510731  
(For specification)  
Ms. N Mathinjwa  
Tel: 039 254 0896  
(For completion of bid documents)

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**Name of Company/Bidder:** \_\_\_\_\_

**CSD/Supplier Number:** \_\_\_\_\_

**Company/Bidder's Tell/Cell:** \_\_\_\_\_

**Company Email Address:** \_\_\_\_\_

**COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX SITUATED AT THE RECEPTION OF THE ALFRED NZO DISTRICT OFFICE, DEPARTMENT OF SOCIAL DEVELOPMENT, MOUNT AYLIFF NOT LATER THAN 11H00 ON THE CLOSING DATE.**

**Closing Date: 05 FEBRUARY 2026**

**Closing Time: 11H00**

### PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

- Required by: .....
- At: .....
- Brand and model: .....
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis: .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

**BIDDER'S DISCLOSURE****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 interest<sup>1</sup> 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 institution	State

- 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

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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 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

<sup>2</sup> 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.

**SBD4**

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.

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..... Signature	..... Date
..... Position	..... Name of bidder

**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
- 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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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.
- 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.
- 1.7 A tenderer must submit, together with its tender, a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

## 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) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAR FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEM

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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:

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

**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 procurement clerk)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
HDI Goals	Race (Black Owned enterprise)	2		
	Gender (Women Owned)	6		
	Disability	3		
Other specific goals (RDP)	Youth	2		
	Locality (Winnie Madikizela Mandela)	7		
Total		20		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

#### 4.4. 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]

4.5. 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:

**Requisition No.....**

**SBD 6.1**

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....  
**DATE:** .....  
**ADDRESS:** .....  
.....  
.....

## ANNEXURE TO DSD 80/20 SBD 6.1 FORM

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

\*Indicate YES or NO

## CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE: .....

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

1. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for the rendering of services  
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract,  
within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

DATE: .....

## **BID SPECIFICATION DOCUMENT**

**SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER  
FOR DRY STEAM CLEANING OF OFFICES, CLEANING OF  
FURNITURE & CLEANING OF GROUNDS**

## 1. BACKGROUND

The Eastern Cape Department of Social Development (ECDSD), Winnie Madikizela-Mandela Local Service Office seeks to appoint a Service Provider for dry steaming and cleaning of offices, cleaning of office furniture and grass cutting and pruning of trees/shrubs of the office grounds as per Table 1.

## 2. OBJECTIVE

The main objective of this bid is to appoint Service Provider for dry steaming and cleaning of offices, cleaning of office furniture and grass cutting and pruning of trees/shrubs of the office grounds as per Table 1.

Dry steaming, cleaning of the offices and cleaning of office furniture involves using steam cleaner to sanitize and clean surfaces without the use of chemicals or excessive water.

This is a once off project.

## 3. SCOPE

The work is to be conducted is to be carried out as follows as per Table 1.

### 3.1 Dry steaming and cleaning

All the offices involve using steam cleaner to sanitize and clean surfaces without the use of chemicals or excessive water. Steam cleaner all ceilings, walls, floor/carpets and office furniture.

The successful service provider will be required to perform the following:

- 3.1.1 Pre - cleaning: remove all rubble, dusty/dirt from all surfaces before dry steam cleaning.
- 3.1.2 Dry steam cleaning. Cleaning solution – use a cleaning solution specifically designed for dry steaming.
- 3.1.3 All toilets & kitchens to be cleaned.
- 3.1.4 All inside windows and frames to be cleaned.
- 3.1.5 Ventilation: During the dry steam cleaning, must ensure good ventilation, to prevent build-up of steam and moisture.
- 3.1.6 Electrical safety: ensure dry steam cleaner is grounded and kept away from water sources. Ensure that all electrical wiring and plugs are secure from dry steaming. Cover electronics and sensitive equipment to prevent damage from steam.
- 3.1.7 Provide personal protective equipment for dry steam cleaning for all its personnel.

### 3.2 All office furniture must be cleaned,

Cleaning of office furniture as per Table 1.

The service to be performed by a qualified and accredited technician.

Tasks:

- 3.2.1 Vacuum clean - With a gentle suction setting to remove dust and debris.
- 3.2.2 Disinfectant spray - For cleaning and disinfecting office furniture.

### 3.3. Grounds.

- 3.3.1 Removal of all rubble, stones and dry/dead vegetation.
- 3.3.2 Removal of all weeds including paving.
- 3.3.3 Grass to be cut and no longer than 30 millimetres. Removal of all grass cuttings from site to WMM demarked area.
- 3.3.4 Pruning of all trees and shrubs. Removal of all pruning from site to WMM municipal demarked area.
- 3.3.5 On outside of perimeter security fence, (where applicable) grass to be cut, all trees and shrubs to be pruned. The length of two (2) meters from the security fence. Removal of all cuttings from site to WMM municipal demarked area.
- 3.3.6 All staff to have personal protective and safety equipment.

**Table 1- WMM SITES**

NAME OF FACILITY	FACILITY TYPE	GEOGRAPHICAL LOCATION	Dry steam cleaning	Cleaning of office furniture	Cleaning of grounds	Cleaning of 2 meters of from perimeter security fence
WMM LSO	SERVICE OFFICE-SITE 1	110 Mzayidume street Opposite Daphs B&B Bizana	yes	yes	yes	yes
WMM LSO	SERVICE OFFICE-SITE 2	112 Mzayidume street Bizana	yes	yes	yes	no

### 4. COMPULSORY BRIEFING

- 4.1 Bidders are required to attend a compulsory briefing session. Venue, and times will be indicated in the bid notice.

### 5. DELIVERY PERIOD

The total deliverable period is three weeks on receipt of an official order.

### 6. PRICES

- a) Bidders must submit quotation by completing the attached pricing schedule (Annexure A).
- b) Prices must be inclusive of VAT. If not confirmed, the Department will assume that price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1, 000,000.00 (excluding VAT) in a 12-month period to register for VAT.
- c) Bidders must ensure that there are no errors in the prices quoted.
- d) The quotations should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance.
- e) Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

- f) All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluate.

## 7. PAYMENT

- 7.1 Payment will be made within 30 days of submission of a properly completed invoice and signed off completed work per office, as per Table 1.

## 8. SPECIAL CONDITIONS

- 8.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration can be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za).
- 8.2 Bidders must complete declaration of interest form SBD4.
- 8.3 The service provider must meet the following mandatory requirements, ensuring safe, efficient, and environmentally responsible garden maintenance and vegetation control services.
- 8.3.1 **Certifications and Qualification: Certification for Alien Vegetation Control:** The service provider must hold valid certification in alien vegetation control. This ensures the ability to identify, manage, and remove invasive plant species in compliance with environmental regulations.
- 8.3.2 **Certifications for Staff Using Chainsaws** and other equipment used: All staff operating chainsaws and other equipment must possess current certifications, demonstrating proficiency in safe equipment handling and operation.
- 8.3.3 All certifications must not be older than 48 months at the time of closure and certified.
- 8.4 If the staff of the bidder does not provide personal protective and safety equipment at start of project, the Department reserves the right to cancel the official order at no cost to the Department. (Par 3).
- 8.5 The bidder, must have all the necessary equipment including vehicles (bakkie/minitruck) which is in a working condition as from start of project. (Par 3). Provide list the equipment to be used during the project.
- 8.6 The bidder must provide copies of all Licensing and Registration certificates and/or copy of a lease agreement for vehicles to be used during this project. (Par 3).
- 8.7 The successful bidder after completion of this project in each office is expected to;
- Do walk a about and sign off with the relevant Local Service Office Manager as per table 1.
  - The proof of walk about and sign off by Local Service Manager must be attached to the invoice.
  - Without points 1 and 2, the invoice will not be paid.
  - To provide a written close out report and present to Management of the Department within one week of completion of the project.
- 8.8 A task team will be established with the successful bidder and project plan with deliverable will be developed.

  
DISTRICT DIRECTOR

DATE: 26.01.2026



## 9. EVALUATION

### 9.1 PRE-EVALUATION CRITERIA

- 9.1.1 Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- 9.1.2 Completed and signed SBD4.
- 9.1.3 No correction fluids of any kind must be used. In cases where corrections are necessary ON PRICE; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- 9.1.4 Minimum requirements and certified copies of certificates for the technical team (clause 8.3.1 and 8.3.2).
- 9.1.5 Provide a list of all the equipment to be used during the project which is in a good condition. (Clause 8.5).
- 9.1.6 Provide copies of all Licensing and Registration certificates of vehicles to be used during this project. (Clause 8.6).
- 9.1.7 Proof of experience in the cleaning services field in an office environment with a minimum of the twelve (12) months (submit a copy of signed award letter/ copy of signed contract **AND** a corresponding letter from the company / department indicating that cleaning services were satisfactory rendered).
- 9.1.8 Completed and signed Annexure A.

**N.B:** Failure to fully comply with the pre-qualification criteria may lead to the disqualification of the bid.

### 9.2 EVALUATION AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals.

#### MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	6
5.	▪ No franchise (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (Winnie Madikizela Mandela Municipality)	7
8.	▪ Youth	2
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

*In order to obtain preference points for specific goals, bidders must complete SBD 6.1.*

- *Locality will be confirmed as follows:*
  - a) *The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.*
  - b) *If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.*

- c) *If the address on CIPC is not a local address then a lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published or*
- d) *Copy of water and lights account from the municipality (Municipal Account, NOT a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.*
- *In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV.*
- *In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitutions.*
- *In order to be awarded points for disability, a medical doctor's confirmation must be submitted together with this bid.*

#### **10. Bid Policies, procedures, Terms and Conditions**

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- 10.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website. [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD
- 10.2 The Department may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it.
- 10.3 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 10.4 The Department will not award a contract to a bidder whose TAX affairs are not in order.
- 10.5 No bids will be considered if submitted after the closing time.
- 10.6 The Department may, if necessary, negotiate a market related price.
- 10.7 This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

#### **11. CONSORTIUM /JOINT VENTURE**

It is recognized that bidders may wish to form consortia to provide the Services.

A bid, in response to this invitation to bid, by a consortium must comply with the following requirements:

- 11.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium.
- 11.2 All parties must be registered on CSD.

## 12. DISCLAIMER

- 12.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 12.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).



**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

29/01/26

**DATE**

**ANNEXURE A  
PRICING SCHEDULE**

NAME OF FACILITY	FACILITY TYPE	Dry steam cleaning of all offices	Cleaning of office furniture in all offices	Cleaning of grounds	Cleaning of 2 meters of from perimeter security fence	Total
WMM LSO	SERVICE OFFICE-SITE 1	yes	yes	yes	yes	
Cost		R	R	R	R	R
WMM LSO	SERVICE OFFICE-SITE 2	yes	yes	yes	no	
Cost		R	R	R	R	R
					VAT	R
					Total	R

**NB: The Department does not pay VAT to service providers that are not registered with SARS as VAT Vendors.**

**SUPPLIER NAME :** \_\_\_\_\_

**CONTACT PERSON :** \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_