



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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ADVERTISEMENT
RFQ25-26-AM-0021

APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES AT AMATHOLE DISTRICT: MIDDLEDRIFT SERVICE OFFICE FOR A PERIOD OF TWELVE (12) MONTHS

Issued by:

Province of the Eastern Cape
Private Bag X0039
Bhisho
5605

Enquiries:

Ms BL Citwa
Tel: 076 922 3989/043 711 6623
(For Completion of document and Specification)

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company email Address: _____

**QUOTATIONS MUST BE SUBMITTED BY 11H00 ON THE 23 APRIL 2025 IN THE TENDER BOX AT:
DEPARTMENT OF SOCIAL DEVELOPMENT OFFICE SITUATED AT ABSA BUILDING, 85 OXFORD STREET, 2ND
FLOOR, EAST LONDON**

Closing Date: 23 APRIL 2025

Closing Time: 11H00

Building a Caring Society. Together.

1.



Province of the
EASTERN CAPE

**SOCIAL DEVELOPMENT &
SPECIAL PROGRAMMES**

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**SPECIFICATION FOR CLEANING SERVICES AT AMATHOLE
DISTRICT: MIDDLEDRIFT SERVICE OFFICE FOR A PERIOD OF
TWELVE (12) MONTHS**

1. BACKGROUND

The Department is looking for a Service Provider to provide cleaning services for a period of twelve (12) months.

2. SCOPE OF WORK:

2.1 Cleaning of offices, entrance hall, toilets, kitchen, vehicles, passages & gardening

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly &/ daily cleaning	No. of offices
ENTRANCE HALL					
Sweep tiled floor	√				
Wash tiled floor	√				
Scrub and polish tiled floor		√			
Wipe down walls	√				
Dust light fittings	√				
Wipe light switches	√				
Wipe/Dust/Clean Security/Reception desk	√				
Empty & clean waste paper bins	√			To be done twice a day	

STAIRCASE					
Sweep tiled floor	√				
Wash tiled floor		√		Twice a week	
Scrub and polish tiled floor		√			
Wipe down walls	√				
Dust light fittings	√				
Wipe light switches	√				
Dust & wipe wooden handrails	√				
Polish wooden handrails	√				
OFFICES					
Vacuum carpets and material covered furniture	√				
Deep clean carpets				Once during this period	
Dust & polish desks	√				
Clean and disinfect telephone instruments	√				
Wipe down computers	√				
Wipe down office automation	√				
Dust all high ledges and fittings	√				
Dust all vertical surfaces (walls, cabinets etc. to a height of 2 meters)	√				
Dust all windows and ledges / sills (low and high)	√				
Empty waste bins	√			To be done twice a day	
Wash and disinfect waste bins	√				
Dust curtains, blinds	√				
Vacuum Curtains/blinds	√				
Dust and vacuum chairs	√				
Wipe clean/polish door handles	√				

Dust light fittings	✓				
Wipe light switches	✓				
TOILETS/ REST ROOMS/ ABLUTIONS PER FLOOR					
Clean & disinfect toilet bowls (inner & outer)	✓				
Clean & disinfect toilet urinals (inner & outer)	✓				
Wipe down toilet roll holder cabinets	✓				
Wipe & clean mirrors	✓				
Wipe down & clean walls, doors and / partitions	✓				
Dust lights	✓				
Sweep tiled floor	✓				
Wash tiled floor	✓				
Scrub & polish tiled floor with disinfectant		✓			
Wash/Clean & disinfect wash hand basins and taps	✓				
Wipe light switches	✓				
Wipe and clean hand drying header stations	✓				
Empty & clean waste bins	✓				
Empty and clean all waste receptacles	✓				
Clean all metal fittings	✓				
Treat against staining, fungal and bacterial growth	✓				As and when necessary
FIRE ESCAPES					
Sweep Fire escape stairs	✓				
Wash fire escape stairs	✓				
Ensure no rubbish accrues in the fire escape stairways	✓				
KITCHEN & TEA ROOM					
Sweep & wash floor	✓				

Clean & wipe down walls, doors and cupboard doors	√				
Clean and disinfect counter tops	√				
Empty Waste bins	√			To be emptied twice a day	
Wash & clean kitchen zinc	√				
Disinfect kitchen zinc	√				
Wash all crockery and glasses including those that are in the offices	√			To be done twice a day	
WINDOWS					
Clean windows on the inside		√			
Clean main entrance foyer glass windows internally and externally	√				
VEHICLES					
Wash & vacuum Vehicle		√		To be cleaned twice a week	
BUILDING SURROUNDING & WALK AWAYS					
Pick up litter on building surroundings and walk ways and remove to agreed area	√				
Clean flower blinds	√				
PASSAGES					
Pick up and remove to agreed areas	√				
Sweep and mop floors	√				
Strip off old polish, mop and reapply polish		√			
GRASS CUTTING					
Remove all rubble, debris, loose stones and rocks and level the site where same has been removed,				Twice a month	
Rake all areas, remove and cut away all grass cuttings, trees, shrubs, vegetation to the nearest municipal dump.				Twice a month	

Cut the site including the boundary lines to a maximum of 50mm high				Twice a month	
Trim all trees and shrubs including lawns/grass adjacent and abutting against or growing into fences, kerbing etc.			√		

2.1.1 Number of offices (Please verify the square meters and complete the Pricing Schedule as per attached Annexure A)

Area/Service Office	Number of Staff and others	Square Meters	Gardening Services	Toilets	Kitchen	Vehicles
Middledrift Service Office	35	407m ²	Applicable	4	2	2

2.2 Refuse Removal

The successful service provider will be responsible for the removal of refuse including contents of refuse bins and waste paper baskets and its disposal thereof on daily basis.

2.3 Equipment, materials and consumables

All necessary equipment and materials (Including Toilet Papers) for the successful execution of the above cleaning to be provided for by the contractor, which will include inter alia:

- Vacuum cleaners
- Polishers
- Brooms
- Mops
- All necessary chemicals
- Buckets
- Necessary sign boards e.g. floor wet and or slippery etc.

NB: All equipment is to be kept in a fully functional and safe condition at all times and to comply with all applicable regulations.

2.4 Supply and Delivery of Toilet Papers

- 2 ply toilet paper SABS approved
- 3 toilet rolls per official per month

2.5 Uniform Clothing

The contractor shall at all times ensure that all cleaning staff is neatly clothed in uniforms (with the name of the company printed there on) with necessary personal protective equipment which shall include but not be limited to headgear, shoes, gloves etc.

The contractor must provide PPE for their staff.

2.6 Provide cleaning staff

The Department has not provided cleaning personnel for the building. The appointed Service Provider must provide cleaning personnel.

3. Contract Period

The contract period will be for twelve (12) months. A Service Level Agreement will be signed between the successful Bidder and the Department. The commencement date will be mutually agreed upon with the successful Service Provider.

4. Pricing

- 4.1 Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule.
- 4.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the 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.

5. Payment

- The successful bidder will bill the Department monthly after services have been rendered.
- The Department pays within thirty (30) days after submission of an invoice, it is therefore essential for the bidder to have sufficient funds for payment of salaries of the employees. Please note that salaries of the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the Department of Labour.

6. Verification of Building

All Service Providers must verify the size of offices to be cleaned before submitting the quotation and quote accordingly.

7. Bidder's office

Bidders must source if possible at least 50% of cleaners from the ward where the Service Office is situated.

8. Compulsory site visit

Service Providers must visit the Centre before submitting quotations. A site inspection certificate is attached to the Specification as Annexure C and must be completed and stamped by the Head of Institution and signed after being administered.

9. Penalties

The Department shall without prejudice to any of its rights be entitled to impose penalties on the service provider in the following circumstances:

9.1 Any non-performance or under-performance

9.2 Five (5) percent of the monthly invoice will be deducted for every item that constitutes non-compliance as contained in this specification document including Annexure A. This will be restricted up to a maximum of twenty (20) percent of a monthly invoice where items are more than one (1).

9.3 A pro rata amount of the price per cleaner per month where a cleaner was not on duty and not replaced for a day or more.

10. LOCAL ECONOMIC DEVELOPMENT

In order to obtain 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. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.
- 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.



- e. 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.
- f. In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.



MR K NETHE
ACTING DISTRICT DIRECTOR: AMATHOLE

28/03/2025

DATE

Evaluation Criteria:

11.1 Pre-qualification criteria:

- Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- Salaries of the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the Department of Labour.
- No correction fluids of any kind **MUST** be used. In cases where corrections are necessary; 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.
- Completed and signed SBD4
- Completed and signed Annexure A and B.
- Attendance of compulsory site visit (Annexure C) with an office visited date stamp

N.B: Failure to fully comply with the pre-qualification criteria to the satisfaction of the department may lead to disqualification of the Request for Quotation (RFQ).

11.2 Evaluation as per PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Departmental Preferential Procurement Policy Version 1.2 2023. Quotations will be evaluated on price and Specific Goals as follows:

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women)	5
5.	▪ Race (black)	3
6.	▪ Disability	2
7.	▪ Locality (Amathole District)	6
8.	▪ Youth	4
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

NB: In order to obtain 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) A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published.
- 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.
- e) 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.
- f) In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

SPECIAL CONDITIONS:

- Quotations are valid for 60 days
- 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. The Department will not award a contract to a bidder that is not registered on the CSD.
- Service Providers must complete the Specific Goals points claim forms in order to claim specific goals points
- The Department will not award a contract to a bidder whose tax affairs are not in order.
- This RFQ 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.



ppMR V DLOVA
DIRECTOR: SUPPLY CHAIN MANAGEMENT

04/04/2025
DATE

ANNEXURE A – PRICING SCHEDULE

1. CLEANING OF OFFICES

AREA / SERVICE OFFICES	NUMBER OF STAFF AND OTHERS	SQUARE METERS	PRICE PER M ² PER DAY (Excl VAT)	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Middledrift Service Office	35	407m ²			
Total cost of Cleaning Services for 12 months (Exclusive of VAT)					

2. LABOUR COST

INSTITUTION	NUMBER OF CLEANERS	COST PER CLEANER PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Middledrift Office	2			
Total cost of labour for all offices for 12 months (Exclusive of VAT)				

3. TOILET PAPER

AREA / SERVICE OFFICES	NUMBER OF STAFF AND OTHERS	NO. OF TOILET ROLLS FOR 12 MONTHS	PRICE PER TOILET PAPER ROLL (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Middledrift Office	35	1260		
Total cost of toilet rolls for 12 months (Exclusive of VAT)				

4. CLEANING OF VEHICLES

AREA / SERVICE OFFICES	NO. OF VEHICLES	PRICE PER VEHICLE PER MONTH (Excl VAT)	TOTAL PRICE FOR CLEANING OF ALL VEHICLES PER MONTH (Excl VAT)	TOTAL PRICE FOR CLEANING OF VEHICLES FOR 12 MONTHS (Excl VAT)
Middledrift Office	2			
Total cost for cleaning of vehicles for 12 months (Exclusive of VAT)				

5. GARDENING SERVICES

AREA / SERVICE OFFICES	PRICE PER MONTH (Excl VAT)	TOTAL PRICE OF GARDENING SERVICES FOR 12 MONTHS (Excl VAT)
Middledrift Service Office		
Total cost for gardening services for 12 months (Exclusive of VAT)		

6. PRICING SCHEDULE FOR COST BREAKDOWN

ITEM	QUANTITY	TOTAL PRICE FOR 12 MONTHS
CLEANING SERVICES	407m ²	R
LABOUR COSTS	2	R
TOILET ROLLS	1260	R
CLEANING OF VEHICLES	2	R
GARDENING SERVICES		R
SUB-TOTAL		
VAT		
GRAND TOTAL		

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

Designation: _____

ANNEXURE B: SALARY STRUCTURE

Please write an hourly rate below **NOT** a monthly salary

Item	Rate per hour
Salary per hour	

Name: _____

Sign: _____

Date: _____

Designation: _____

ANNEXURE C: SITE INSPECTION

RFQ NUMBER: _____

INSTITUTION VISITED: _____

This is to certify that a representative from _____

(NAME OF BIDDER)

has visited and inspected the office on the (Date) _____

and has, therefore, acquainted him/herself with the facilities and circumstances.

Signature of bidder

Date

Departmental Stamp & Date

HEAD OF INSTITUTION

DATE: _____



ANNEXURE D

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are: eg Siyazama Co-op for uniform and cleaning material

NAME OF MANUFACTURER/SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION

I, the undersigned (Bidder's representative)

.....commit to procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available and that 50% of the employees will be from the Ward where the centre is situated.

I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....
Signature

.....
Date

.....
Name of bidder

Position

16.

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 interest¹ 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

2.2 Do you, or any person connected with the bidder, have a relationship

¹ 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.

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 consortium² 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.

3.5 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

² 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.

contract.

- 3.6 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.

- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
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
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.
- 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.

[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
 - (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

24.