

**Bid Number: RFQ 25/26-NMM-0010**

**SPECIFICATION GUIDELINES FOR RENDERING CLEANING SERVICES AT NELSON  
MANDELA METRO: PROTEA CHILD AND YOUTH CARE CENTRE FOR A PERIOD OF  
TWELVE (12) MONTHS**

**BIDDER:**

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**CSD NUMBER:**

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**CLOSING DATE: 17 SEPTEMBER 2025**

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**CLOSING TIME: 11:00 AM**

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**ENQUIRIES:**

SCM – NELSON MANDELA METRO  
5<sup>TH</sup> FLOOR, JMM OFFICE COMPLEX, STRUANDALE, PORT ELIZABETH, 6000

**Contact Persons**

(For specification related enquiries)

Ms. Phillips /Mr Coutts / Ms Monakali

Tel: 0646083146/0662877586/060 827 8280

(For completion of bid document)

Ms. Phillips

Tel: 0646083146

**Fraud, Complaints & Tender Abuse Hotline**

**0800 701 701 (toll free number)**

# **PART 1**

## **STANDARD BIDDING FORMS**

## PART A

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT

BID NUMBER:	RFQ 25/26 – NMM - 0010	CLOSING DATE:	17 SEPTEMBER 2025	CLOSING TIME:	11H00
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DESCRIPTION	SPECIFICATION GUIDELINES FOR RENDERING CLEANING SERVICES AT NELSON MANDELA METRO: PROTEA CHILD AND YOUTH CARE CENTRE FOR A PERIOD OF TWELVE (12) MONTHS
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

JUMARTHA MILASE MAJOLA OFFICE COMPLEX, STRUANDALE

PORT ELIZABETH, 6000

## 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			

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
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## QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<b>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</b>
<b>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
<b>1.3. BIDDERS, IF NOT REGISTERED, MUST PRIOR TO AWARD REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</b>
<b>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</b>
<b>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<b>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</b>
<b>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</b>
<b>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</b>
<b>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</b>
<b>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</b>
<b>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</b>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## RFQ INVITATION

### SPECIFICATION GUIDELINES FOR RENDERING CLEANING SERVICES AT NELSON MANDELA METRO: PROTEA CHILD AND YOUTH CARE CENTRE FOR A PERIOD OF TWELVE (12) MONTHS

Tender documents will be available as from 09H00 on **4 SEPTEMBER 2025** from the offices of the Department of Social Development located in the below office at no cost. Documents can also be downloaded from the departmental website [www.ecdsd.gov.za](http://www.ecdsd.gov.za).

District Office/Metro	Address	Enquiries
NELSON MANDELA METRO	JUMARTHA MILASE MAJOLA, STRUANDALE, PORT ELIZABETH 5200	Ms Phillips – <a href="tel:0646083146">0646083146</a> , Ms. Monakali – <a href="tel:0608278280">060 827 8280</a> Email: <a href="mailto:Nomboniso.Phillips@ecdsd.gov.za">Nomboniso.Phillips@ecdsd.gov.za/</a> <a href="mailto:Siyasanga.monakali@ecdsd.gov.za">Siyasanga.monakali@ecdsd.gov.za</a>

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box located in the addresses above not later than **11H00 on 17 SEPTEMBER 2025**.

## 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
<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.

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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.
- 1.7 A tendered 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. 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
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

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- 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.

**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 organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (Women Ownership)	6		
No Franchise	2		
Disability	3		
Locality (Nelson Mandela Metro)	6		
Youth	3		
<b>Total</b>	<b>20</b>		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

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

## 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 State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

<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.

**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 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.
- 3.5 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 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

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<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.

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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## **SPECIFICATION FOR RENDERING CLEANING SERVICES AT NELSON MANDELA METRO:**

### **PROTEA CHILD AND YOUTH CARE CENTRE FOR A PERIOD OF TWELVE (12) MONTHS**



**DISTRICT OFFICE – NELSON MANDELA METRO**

PHYSICAL ADDRESS: Jumartha Milase Majola Office Complex, Struanway, Struandale, Gqeberha,

POSTAL ADDRESS: Private Bag X3906, North End, Gqeberha, 6056 – RSA –

Tel: +27 (0)41 406 5835-

Email address: [lawrence.coutts@ecdsd.gov.za](mailto:lawrence.coutts@ecdsd.gov.za)

Website: [www.ecdsd.gov.za](http://www.ecdsd.gov.za)

**SPECIFICATION FOR CLEANING SERVICES AT NELSON MANDELA METRO:  
PROTEA CHILD AND YOUTH CARE CENTRE FOR A PERIOD OF TWELVE(12) MONTHS.**

**1. BACKGROUND**

- 1.1. The Department is looking for a Service Provider to render cleaning services at Nelson Mandela Metro – **Protea CYCC** for a period of Twelve (12) months. The cleaning and garden services must be in terms of section 8 (1) of the Occupational Health and Safety Act & Regulations, 85 of 1993 which states that "every employer shall provide and maintain as far as possible as is reasonable practicable, a working environment that is safe and without risk to the health of its employees". Further compliance with the National Environmental Management: Waste Act, 59 of 2008 Chapter 4, Part 2 Section 16 (1), general duty in respect of waste management, and Part 5, Section 21, general requirements for storage of waste, must be adhered to.
- 1.2. It is essential that, the Department contracts cleaning and garden services from experienced prospective bidders that have capacity and ability to provide a high-quality service.
- 1.3 The emphasis is therefore to procure a service provider that has no less than six (06) months cleaning experience within an office environment.

**2. SCOPE OF WORK:**

- 2.1 The successful service provider must render cleaning services for the whole office site by providing staff, cleaning equipment, cleaning material, protective clothing, cleaning of government vehicles and gardening services where applicable.

**2.2 The Sites consists of:**

- 2.2.1 Common areas which include offices, boardroom/s, entrance hall, toilets, kitchen, vehicles, passages, stairs & fire escape.

AREA / FACILITY	DAILY	WEEKLY	MONTHLY	Exceptions to monthly, weekly & daily cleaning	No. of offices
<b>ENTRANCE HALL</b>					
Sweep, mop & polish tiled floor	√				
Scrub and polish tiled floor		√			
Stripping of tiled floor			√		
Dust light fittings & light switches	√				
Wipe/Dust/Clean Security/Reception desk	√				
Empty & clean waste paper bins	√			To be done twice a day	
<b>STAIRCASE/FIRE ESCAPES &amp; PASSAGES</b>					
Sweep & mop tiled floor	√				
Sweep carpets	√				



Vacuum carpets		√		Twice a week	
Dust photocopier machines	√				
Scrub and polish tiled floor		√			
Stripping of tiled floor			√		
Dust light fittings & light switches	√				
Dust, wipe & polish wooden handrails	√				
Sweep & wash Fire escape stairs	√				
Ensure no rubbish accrues in the fire escape stairways	√				
<b>OFFICES</b>					
Vacuum carpets and material covered furniture	√				
Dust & polish desks	√				
Clean and disinfect telephone instruments	√				
Wipe down computers	√				
Dust all high ledges and fittings	√				
Dust all vertical surfaces (walls, cabinets etc. to a height of 2 meters)	√				
Wash and 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	√				
Dust and vacuum chairs	√				
Wipe clean/polish door handles	√				
Dust light fittings & light switches	√				
<b>TOILETS/REST ROOMS/ABLUTIONS PER FLOOR</b>					
Clean & disinfect toilet bowls (inner & outer)	√			To be done twice a day	
Clean & disinfect toilet urinals (inner & outer)	√			To be done twice a day	
Wipe down toilet roll holder cabinets	√			To be done twice a day	
Wipe & clean mirrors	√				
Wipe down & clean walls, doors and / partitions	√				
Dust lights	√				
Sweep & wash tiled floor	√				
Stripping of tiled floor			√		
Scrub & polish tiled floor with disinfectant		√			
Wash/Clean & disinfect hand basins and taps	√				
Wipe light switches	√				
Wipe and clean hand drying header stations	√				

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Provide She Bins	√				
Empty & clean waste bins		√		Once a week	
Treat against staining, fungal and bacterial growth	√			As and when necessary	
<b>KITCHEN AND TEA ROOM</b>					
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 sink	√				
Disinfect kitchen sink	√				
<b>WINDOWS</b>					
Clean windows on the inside	√				
Wash windows			√	To be done once a month	
Clean main entrance foyer glass windows internally and externally		√			
<b>VEHICLES</b>					
Wash & vacuum Vehicle		√		To be cleaned once a week	
<b>BUILDING SURROUNDINGS &amp; WALK AWAYS</b>					
Pick up litter on building surroundings and walk ways and remove to agreed area		√			
Clean flower boxes	√				
Clean Drains	√				
<b>PASSAGES</b>					
Sweep and mop floors	√				
Strip off old polish, mop and reapply polish		√			
<b>GARDENING SERVICES</b>					
Cut the grass on the site including the boundary line to a maximum of 50 mm high			√	Once a month	
Rake all fallen leaves on the pavement	√				
Trim all trees and shrubs including			√		
Removal of weeds, on paved areas and in flower beds		√			
Remove the waste vegetation to the nearest municipal dumping site			√	Twice a month	



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

Area/Service Office	Square Meters	Number of staff and others	Gardening Services that includes grass cutting	Toilets	Kitchen/Staff rooms	Vehicles	Hall
							Guard
Protea Child and Youth Care Centre	2347m <sup>2</sup>	36 staff 35 children	Applicable	22	Applicable	2	1x Hall 1xGuard house

### 2.3 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.

### 2.4 Equipment, materials, and consumables

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

- Vacuum cleaners
- Strip Floor Machines
- Polishers
- Brooms
- Mops
- Buckets
- Dishcloths, swabs
- All necessary chemicals and cleaning detergents (Dishwashing liquid, Floor polish, Furniture polish, Handy Andy, Domestos, Deo blocks for toilet, etc.)
- 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.

### 2.5 Supply and Delivery of Toilet Papers

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

### 2.6 Uniform Clothing

The service provider shall at all times ensure that all cleaning staff is neatly clothed in uniforms (with the name of the company printed thereon) with necessary personal protective equipment which shall include but not limited to headgear, gloves, masks etc

### 2.7 Cleaning Staff

The Department does not have permanently appointed cleaning personnel; the Service Provider must provide cleaning personnel. 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.

## 3. CONTRACT PERIOD

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



#### 4. PRICING

- a) Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule.
- b) 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 suppliers exceeding R1,000,000.00 (excluding VAT) in a 12month period to register for VAT.

#### 5. PAYMENT

- 5.1 The successful bidder will bill the Department monthly after services have been rendered.
- 5.2 The Department pays within thirty (30) days after submission of an invoice, it is therefore essential for the bidder to have enough funds for payment of salaries of the employees. Please note that salaries of employees must be equal to or in excess of the determinations on Minimum wage issued annually by the Department of Labour.
- 5.3 The successful bidder will be paid within 30 days of submission of a comprehensive original invoice as per the Public Finance Management Act 1999.
- 5.4 Attached to the monthly invoice must be that month's cleaning and gardening site report signed by the Centre/Office Manager and copy of the payroll for the same month as the invoice, confirming that the bidder's employees have been paid. Failure to submit these two documents with the invoice will result in the non-payment of the invoice for that month.

#### 6. PENALTIES

- 6.1 The Department shall without prejudice to any of its rights be entitled to impose penalties on the service provider in the following circumstances:
  - Any non-performance or under-performance; 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 20% of a monthly invoice where the items are more than one (1).
  - A pro rata amount of the price per cleaner per month where a cleaner was not on duty for a day or more.

#### 7. MONITORING AND EVALUATION

- 7.1 The performance of the successful bidder will be monitored daily.
- 7.2 Evaluation of functions performed will be conducted through the assessment of the monthly report.
- 7.3 Penalties will be implemented for detected non-performance or under-performance as per clause 6.

#### 8. COMPULSORY BRIEFING SESSION

There will be NO briefing session for this advertisement.

#### 9. SITE VISIT

Service Providers must verify the size of the building Institutions prior submitting bid documents in order to ensure that quotations are accurate. Address of the office is as follows:

**PROTEA CHILD AND YOUTH CARE CENTRE (Blackthorn Avenue, Forest Hill, Port Elizabeth)**



## 10. SPECIAL CONDITIONS

10.1 Products and industrial equipment supplied and utilized must be SABS approved.

10.2 Toilet paper must be 2ply and SABS approved.

10.3 The successful bidder must be registered in the Central Supplier Database (CSD). If not registered, suppliers must ensure that they are registered before submission of this bid. Supplier registration may be performed on the National Treasury 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.

10.4 The bid documents, including all annexures (A, &B ), must be fully completed and signed.

10.5 The successful bidder must submit:

- A letter of Good Standing from the Department of Labour to confirm that the bidder is registered for the Workmen's Compensation within fourteen (14) days of acceptance of this bid or Courtesy letter from Department of Labour confirming that the Bidder has applied for registration within fourteen (14) days of acceptance of this bid.
- A letter of good standing from Department of Labour to confirm that the bidder is paying the Unemployment Insurance Fund within fourteen (14) days of acceptance of this bid or Courtesy letter from Department of Labour confirming that the Bidder has applied for registration within fourteen (14) days of acceptance of this bid.

10.6 Acceptance of this bid is subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the bid is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require.

## 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: -

- 11.1.1 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 into 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;
- 11.1.2 Bidders must submit copies of the Central Supplier Database (CSD) registration report for all parties

## 12. LOCAL ECONOMIC DEVELOPMENT (LED)

Bidders must provide with their bids written undertaking that they will source 50% of cleaning and other operational personnel from the ward where the offices are situated.

The procurement, after award of this bid, of all cleaning related equipment including protective clothing and gear for the performance of this contract, from suppliers within the Eastern Cape. Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) will maintain and provide a list of locally manufactured goods/ commodities. The bidder will be expected to provide proof as and when required by the Department in terms of this clause. Failure to adhere, could lead to review and termination of the contract.

**ACTING DISTRICT DIRECTOR  
NELSON MANDELA METRO**

01 September 2025  
DATE



### 13.EVALUATION CRITERIA

The bid will be evaluated in two stages:

- Pre-evaluation criteria,
- Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), as indicated below:

#### 13.1 Pre-qualification criteria

- Copy of signed agreement in the case of Joint Venture / Consortium in accordance with conditions stipulated in paragraph 11 .
- 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 **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.
- Fully completed and signed SBD4
- Fully completed and signed Annexure A and B.
- Proof of combined experience in the cleaning services field in an office environment for a minimum of six (06) months (copy of signed award letter/ copy of signed contract **AND** a corresponding letter from the company / department indicating that cleaning services were satisfactory rendered)

**NB: Failure to fully comply with the pre-qualification criteria will lead to the disqualification of the bid. In Loco inspection of shortlisted service providers may be conducted by the Department.**

#### 13.2 Evaluation as per PPPFA

Bid Proposals 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 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	2
6	▪ Disability	3
7	▪ Locality (Nelson Mandela Metro)	6
8	▪ Youth	3
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

**NOTE: SBD 6.1 ATTACHED IN ORDER TO CLAIM PREFERENCE POINTS. Bidders who have not completed SBD 6.1 will not qualify for preference points.**

1. In order to obtain preference points for specific goals, bidders must complete SBD 6.1.
2. 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. **OR**
  - 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. **OR**
  - d. Copy of water and lights account from the municipality (Municipal Account, not a councillor'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.*

*3. In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.*

#### **14. Bid Policies, procedures, Terms and 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](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- Service Providers must verify the size of the building Institutions prior submitting bid documents in order to ensure that quotations are accurate
- Service Providers are required to submit together with their quotations SBD 6.1. Service Providers who do not submit SBD 6.1 will not be eliminated but will only not qualify for rating points.
- Service Providers must complete the preferential points claim forms in order to claim preference points
- The Department will not award a contract to a bidder whose tax affairs are not in order.
- A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.
- Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- No bids will be considered if submitted after closing time.
- 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 condition of contract.

#### **15.DISCLAIMER**

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.

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).

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**MR.V. DLOVA**  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

03/09/25

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**DATE**



## ANNEXURE A – PRICING SCHEDULE

### 1. CLEANING OF OFFICES

AREA/SERVICE OFFICE	NO OF STAFF AND OTHERS	SQUARE METERS (supplier to verify)	PRICE PER M <sup>2</sup> PER DAY (Excl VAT)	TOTAL PRICE FOR A MONTH (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (EXCL. VAT)
Protea Child Youth Care Centre	36 -Officials 35- Children	2347m <sup>2</sup>			
Total Cost for Cleaning services for 12 Months (Exclusive of VAT)					

### 2. LABOUR COSTS

AREA/SERVICE OFFICE	NUMBER OF CLEANERS	COST PER CLEANER PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH FOR ALL CLEANERS (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (EXL VAT)
Protea Child and Youth Centre	6			
Total Labour Costs for 12 MONTHS (Exclusive of VAT)				

### 3. TOILET PAPER

AREA/SERVICE OFFICE	NUMBER OF STAFF AND VISITORS	NO. OF TOILET ROLLS FOR 12 MONTHS	PRICE PER TOILET PAPER ROLL (EXL VAT)	TOTAL PRICE PER MONTH (EXL VAT)	TOTAL PRICE FOR 12 MONTHS (EXL VAT)
Protea Child and Youth Care Centre	36 Officials 35 Residents	1296- 1260 TOTAL=2556			
Total cost of toilet papers for 12 Months (Exclusive of VAT)					

### 4. SANITARY BINS

AREA/SERVICE OFFICE	NO. OF SANITARY BINS PROVIDE AND MAINTAIN	UNIT PRICE (EXL VAT)	TOTAL PRICE PER MONTH (EXCL VAT)	TOTAL PRICE FOR PROVIDE AND MAINTAIN OF SANITARY BINS 12 MONTHS (EXL VAT)
Protea Child and Youth Care Centre	9			
Total cost for provide and maintain of sanitary bins for 12 Months (Exclusive of VAT).				

### 5. CLEANING OF VEHICLES

AREA/SERVICE OFFICE	NO. OF VEHICLES	PRICE PER VEHICLE FOR 1 DAY PER WEEK (Excl VAT)	TOTAL PRICE FOR CLEANING OF ALL VEHICLES PER MONTH (Excl VAT)	TOTAL PRICE FOR CLEANING OF ALL VEHICLES FOR 12 MONTHS (EXL VAT)
Protea Child and Youth Care Centre	2			
Total cost of cleaning of vehicles for 12 MONTHS (Exclusive of VAT)				

### 6. GARDENING SERVICES

AREA/SERVICE OFFICE	PRICE PER MONTH FOR GARDENING SERVICES (EXL VAT)	TOTAL PRICE OF GARDENING SERVICES THAT INCLUDES GRASS CUTTING FOR 12 MONTHS (EXL VAT)
Protea Child and Youth Care Centre		
Total Cost of gardening services for 12 MONTHS (Exclusive of Vat)		

NB. Gardening Services includes Pruning of trees, shrubs, cutting of grass, removal of weeds on paved areas and spraying of weedkiller on all paved areas. Visit the Institution on order to verify the size.



## 7. COST SUMMARY

ITEM	QUANTITY	TOTAL PRICE FOR 12 MONTHS
CLEANING SERVICES	2347 m <sup>2</sup>	
LABOUR COSTS	6	
TOILET ROLLS	2556	
SANITARY BINS	9	
CLEANING OF VEHICLES	2	
GARDENING SERVICES THAT INCLUDE GRASS CUTTING	12 Months	
OTHER COSTS		
SUB TOTAL PRICE FOR 12 MONTHS (VAT EXCLUSIVE)		
VAT		
TOTAL PRICE FOR 12 MONTHS (VAT INCLUSIVE)		

Bidder's name \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_





**ANNEXURE B:**

**SALARY SCHEDULE**

Please write an hourly rate below (**Not** a monthly salary)

1. SALARIES

ITEM	RATE PER HOUR
Salary	

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

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## 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 the Provincial procurement should be spent on goods and services which are manufactured and supplied by the 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:

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: .....

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