



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

85 Oxford Street – ABSA Building – 2<sup>nd</sup> Floor – Private Bag x 9006 – East London – 5200 – REPUBLIC OF SOUTH AFRICA  
Tel: +27 (0)43 711-6602 - Email address [andiswa.mazwana@ecdsd.gov.za](mailto:andiswa.mazwana@ecdsd.gov.za) - Website: [www.ecdsd.gov.za](http://www.ecdsd.gov.za)

**ADVERTISEMENT**  
**RFQ26-27-AM-0015**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES AT AMATHOLE DISTRICT: KEISKAMMAHOEK SERVICE OFFICE AND CATHCART SERVICE OFFICE FOR A PERIOD OF TWELVE (12) MONTHS**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development  
Private Bag X0039  
Bisho  
5605

**Contact Person:**

Ms P Kalimashe  
Tel: 076 922 4075  
(For completion of bid document)

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

CSD/ Supplier Number: MAAA number: \_\_\_\_\_

Company/ Bidder's Tel/Cell: \_\_\_\_\_

Company email Address: \_\_\_\_\_

**QUOTATIONS MUST BE SUBMITTED BY 11:00 ON THE 12<sup>th</sup> OF JUNE 2026 IN THE TENDER BOX AT : DEPARTMENT OF SOCIAL DEVELOPMENT OFFICE SITUATED AT ABSA BUILDING, 85 OXFORD STREET, GROUND FLOOR, EAST LONDON**

**CLOSING DATE: 12 June 2026**

**CLOSING TIME: 11H00**



## SPECIFICATION FOR CLEANING SERVICES AT AMATHOLE DISTRICT: KEISKAMMAHOEK SERVICE OFFICE AND CATHCART 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 seven (12) months.

### 2. SCOPE OF WORK:

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

AREA / FACILITY	DAILY	WEEKLY	Exceptions to monthly, weekly & / daily cleaning	No. of offices
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	
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	√			
Vacuum carpets and material covered furniture	√			
Deep clean carpets			Three times 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	√			
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	
Sweep Fire escape stairs	√			
Wash fire escape stairs	√			
Ensure no rubbish accrues in the fire escape stairways	√			
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	
Clean windows on the inside		√		
Clean main entrance foyer glass windows internally and externally	√			
Wash & vacuum		To be		

Vehicle		cleaned once a week		
Pick up litter on building surroundings and walk ways and remove to agreed area	√			
Clean flower blinds	√			
Pick up and remove to agreed areas	√			
Sweep and mop floors	√			
Strip off old polish, mop and reapply polish				
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	SHE BINS (Sanitary pad disposal bins for individual female toilets)	Kitchen	Vehicles
					2		
					2		
Keiskammahoe Service Office	18	508 m <sup>2</sup>	Applicable	12	2	2	3
Cathcart Service office	14	112 m <sup>2</sup>	Applicable	2	2	1	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
- 4 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. Bidders must take note of the prescribed threshold for compulsory registration for VAT. The department will not be liable for VAT payment which was not included in the original quotation.

## **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**

To support Local Economic Development within the Province, preference will be given to service providers who have established business operations in Amathole District and confirmation that the bidder will support local procurement within the District.

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

## **8. Site visit**

Service Providers are advised to visit the Centre before submitting quotations.

## **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

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.



-----  
MR K NETHE  
ACTING DISTRICT DIRECTOR

26/05/2026

-----  
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.
- The applicant must provide proof of a minimum of six (6) months of combined (non-concurrent) experience in cleaning services performed on a contractual basis (copy of purchase order, signed award letter / copy of signed contract AND a corresponding letter, on letterhead form a previous client, organ of state / private business entity) indicating that cleaning services were satisfactorily rendered.
- 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.

**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.	B-BBEE Status Level	20
3.	<b>Specific Goals</b>	<b>NUMBER OF POINTS</b>
4.	▪ Gender (women)	5
5.	▪ Race (black)	3
6.	▪ Disability	2
7.	▪ Locality (Keiskammahoek/Cathcart/Amahlathi)	6
8.	▪ Youth	4
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

**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 a 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 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 on the JV.
- f) In order to be awarded points for disability, a doctors confirmation must be submitted together with this bid.

**SPECIAL CONDITIONS:**

- Quotations are valid for 120 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 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.
- 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.

  
\_\_\_\_\_  
**MS DJ PHAMOTSE**  
**ACTING DIRECTOR SUPPLY CHAIN MANAGEMENT**

27/05/2026

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

## ANNEXURE A PRICING SCHEDULE

### 1. CLEANING OF OFFICES

AREA / SERVICE OFFICES	NUMBER OF STAFF AND OTHERS	SQUARE METERS	PRICE PER M <sup>2</sup> PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Keiskammahoek Service Office	18	508 m <sup>2</sup>			
Cathcart Service office	14	112 m <sup>2</sup>			
<b>Total cost of Cleaning Services for 12 months (Exclusive of VAT)</b>					

### 2. LABOUR COST

INSTITUTION	NUMBER OF CLEANERS	COST PER CLEANER PER MONTH (Excl VAT)	TOTAL PRICE PER MONTH FOR ALL CLEANERS (Excl VAT)	TOTAL PRICE FOR 12 MONTHS (Excl VAT)
Keiskammahoek Service Office	2			
Cathcart Service office	1			
<b>Total cost of labour for all offices for 12 months (Exclusive of VAT)</b>				

### 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)
Keiskammahoek Service Office	18	3000		
Cathcart Service office	14	1680		
<b>Total cost of toilet rolls for 12 months (Exclusive of VAT)</b>				

#### 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)
Keiskammahoek Service Office	3			
Cathcart Service office	2			
<b>Total cost for cleaning of vehicles for 12 months (Exclusive of VAT)</b>				

#### 5. GARDENING SERVICES

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

#### 6. DEEP CLEANING OF FLOOR CARPETS

AREA / SERVICE OFFICES	PRICE PER CLEAN (Excl VAT)	TOTAL PRICE OF DEEP CLEANING IN 12 MONTHS(Excl VAT)
Keiskammahoek Service Office		
Cathcart Service office		
<b>Total cost for CARPET CLEANING in 12 months (Exclusive of VAT)</b>		

#### 7. WEEKLY DISPOSAL OF SANITARY BINS CONTENTS

Page 13

---

CLEANING SERVICES FOR 12 MONTHS AT KEISKAMMAHOEK SERVICE OFFICE AND CATHCART SERVICE OFFICE

14

AREA / SERVICE OFFICES	PRICE PER WEEKLY DISPOSAL OF SANITARY BINS(Excl VAT)	PRICE PER MONTHLY DISPOSAL OF SANITARY BINS	TOTAL PRICE OD SANITARY BINS DISPOSAL(Excl VAT)
Keiskammahoek Service Office			
Cathcart Service office			
<b>Total cost for disposal of sanitary bins contents (Exclusive of VAT)</b>			

## 8. PRICING SCHEDULE FOR COST BREAKDOWN


Page 14

---

CLEANING SERVICES FOR 12 MONTHS AT KEISKAMMAHOEK SERVICE OFFICE AND CATHCART SERVICE OFFICE

ITEM	QUANTITY		TOTAL PRICE FOR 12 MONTHS
CLEANING SERVICES	Keiskammahoek Service Office	508 m <sup>2</sup>	R
	Cathcart Service office	112 m <sup>2</sup>	R
LABOUR COSTS	Keiskammahoek Service Office	2	R
	Cathcart Service office	2	R
TOILET ROLLS	Keiskammahoek Service Office	3000	R
	Cathcart Service office	1680	R
CLEANING OF VEHICLES	Keiskammahoek Service Office	3	R
	Cathcart Service office	3	R
GARDENING SERVICES	Keiskammahoek Service Office		R
	Cathcart Service office		R
CARPET DEEP CLEANING	Keiskammahoek Service Office		R
	Cathcart Service office		R
WEEKLY DISPOSAL OF SANITARY BINS CONTENTS	Keiskammahoek Service Office	2	R
	Cathcart Service office	2	R
<b>SUB-TOTAL PRICE FOR 12 MONTHS</b>			
MARK-UP AND OVERHEADS IN RAND CALCULATED AS PERCENTAGE OF TOTAL DIRECT COSTS			..... % R
VAT			
<b>TOTAL PRICE FOR 12 MONTHS</b>			

**9. ONCE OFF SUPPLY AND DELIVERY OF SANITARY PAD BINS**

<b>AREA / SERVICE OFFICES</b> 	<b>NO. OF SANITARY BINS REQUIRED</b>	<b>UNIT PRICE PER SANITARY BIN (Excl VAT)</b>	<b>TOTAL PRICE OF SANITARY BINS (Excl VAT)</b>
Keiskammahoek Services Office	2		
Cathcart Service office	2		
<b>Total cost for SANITARY BINS (Exclusive of VAT)</b>			

**GRAND TOTAL FOR CLEANING SERVICES FOR 12 MONTHS, INCLUSIVE OF ONCE SUPPLY AND DELIVER OF SANITARY BINS**

R \_\_\_\_\_

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



**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** .....

## 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

---

<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.

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.

<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.

2

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.

3.6 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

**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:

	<b>POINTS</b>
<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, the 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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:
- 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 Owned Business)	6		
Race	2		
Disability	3		
Locality (Amathole District) provide proof by means of municipal services bill/Bank Statement/Account Statement	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.

.....

**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