

## REQUEST FOR QUOTATION

**Reference No:**

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
<b>Turn over</b> (TICK appropriate box below) <b>Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance</b>					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person			Nhlakanipho Msane		
e-mail address			DSBDEExternalRFQ@dsbd.gov.za		
Telephone number			060 981 0616		
Issue/Request date			11 SEPTEMBER 2025		
Closing date and time			23 SEPTEMBER 2025 @ 11H00		
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the <b>Department of Small Business Development's</b> general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	<b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation</b>				

**Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards specific goals, Size of Enterprise, Spatial (rural/ Township/ City) and Youth.**

## ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
1	1	REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF A SUITABLE SERVICE PROVIDER TO RENDER COMPREHENSIVE CLEANING, HYGIENE AND PEST CONTROL SERVICES FOR THE DEPARTMENT, OVER A SPECIFIED PERIOD OF TWELVE (12) MONTHS.  <b>Please refer to attached Terms of Reference</b>	
Compulsory documents to be returned.		<p>(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1</p> <p>(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.</p> <p><b>To claim points following should be provided.</b></p> <p>i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,</p> <p>ii. A Confirmation of SMMEs, take note of the above table (business classification)</p> <p>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months</p>	

## SCHEDULE 1

*The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies*

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
<b>Agriculture</b>	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million

	Micro	0 – 10	≤ 7,0 million
<b>Mining and Quarrying</b>	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
<b>Manufacturing</b>	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
<b>Electricity, Gas and Water</b>	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
<b>Construction</b>	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
<b>Retail, motor trade and repair services.</b>	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
<b>Wholesale</b>	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
<b>Catering, Accommodation and other Trade</b>	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
<b>Transport, Storage and Communications</b>	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
<b>Finance and Business Services</b>	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
<b>Community, Social and Personal Services</b>	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million



small business  
development

Department:  
Small Business Development  
REPUBLIC OF SOUTH AFRICA

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**REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF A SUITABLE SERVICE  
PROVIDER TO RENDER COMPREHENSIVE CLEANING, HYGIENE AND PEST  
CONTROL SERVICES FOR THE DEPARTMENT, OVER A SPECIFIED PERIOD OF  
TWELVE (12) MONTHS**

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**DATE ISSUED : 11 SEPTEMBER 2025**

**CLOSING DATE : 23 SEPTEMBER 2025**

**TIME : 11H00**

**TENDER VALIDITY PERIOD : ~~42 DAYS~~ 120 DAYS**

**TENDER BOX ADDRESS**

Supply Chain Management

77 MEINTJIES STREET

1<sup>ST</sup> FLOOR, BLOCK G

The dti Campus

SUNNYSIDE,

0001

## 1. PURPOSE

The purpose of these terms of reference is to appoint a service provider who will provide comprehensive cleaning, hygiene and pest control (fumigation) services for the Department of Small Business Development (DSBD) for a period of 12 months or less from the date of signing of the SLA till 31 October 2026.

- 1.1 In line with the Occupational Health and Safety Act (OHSA), the Department seeks to appoint a service provider with expertise and experience on provision of Cleaning, Hygiene and pest control (fumigation) services.
- 1.2 During lockdown, the Department of Public Service and Administration (DPSA) together with the Department of Employment and Labour (DOEL) had previously published regulations and guidelines that all Employers are required to comply with the defined regulations to curb the spread of the COVID19 at the workplace which were later repealed. The Department has resolved that some of these hygiene protocols will be adhered to even post lockdown.

## 2. INTRODUCTION

- 2.1. The Department (DSBD) currently occupies office space at Block G in **the dtic** campus which requires cleaning, hygiene and pest control (fumigation) services. These services will be required for a period of 12 months or less from the date of signing of the SLA or till 31 October 2026.
- 2.2. The space that is occupied at Block G office block has a floor area of approximately 2 800m<sup>2</sup> and consists of the first floor (1990m<sup>2</sup>) and a portion of ground floor (810m<sup>2</sup>) Both floors comprise of carpet tiles, wall to wall carpets and ceramic tiles. The floor area has open-plan and cellular offices as well as Boardrooms.
- 2.3. The Department of Small Business Development (DSBD) is required to comply with the Occupational Health and Safety Act, Basic Conditions of Employment Act, General Building Regulations and other related legislation that promotes a conducive work environment for its Employees and Clients, therefore, the bidder must maintain compliance levels.
- 2.4. The appointed bidder will be responsible for day-to-day cleaning of the building and compliance with the OHS and selected Covid19 hygiene protocols as detailed on **annexure A**.

### **3. DELIVERABLES**

To render comprehensive cleaning, hygiene and pest control (fumigation) services at **the dtic** Campus, Block G for a period of 12 months or less from the date of signing of the SLA or till 31 October 2026

- 3.1. Appoint an experienced supervisor, cleaning personnel, and provide equipment, signage, and consumables to successfully deliver the required service to DSBD.
- 3.2. Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS. Submit a material safety data sheet for each applicable item.
- 3.3. Maintain the contract in accordance with the cleaning specification that is attached as **annexure A.**

#### **3.4. DAY TO DAY CLEANING**

- 3.4.1 Offices (floors, furniture, walls, door handles)
- 3.4.2 Wiping of all surfaces (working stations, door handles, printers) twice per day with the surface disinfectant and keeping records.
- 3.4.3 Designated areas (Boardrooms, Kitchens/pause areas)
- 3.4.4 Outdoors and perimeter.

#### **3.5. DEEP CLEANING AND UPHOLSTERY**

- 3.5.1 Deep clean all carpets
- 3.5.2 Wet wipe all skirtings
- 3.5.3 Wet wipe all window seals
- 3.5.4 Spot clean Blinds
- 3.5.5 Upholstery cleaning of Chairs and Couches

#### **3.6. HYGIENE SERVICES (Including installation and servicing of equipment).**

- 3.6.1 Supply, install and maintain hygiene and other related equipment.
- 3.6.2 Refill related consumables.
- 3.6.3 Replace Batteries/ charge automated Dispensers.
- 3.6.4 Service hygiene equipment.
- 3.6.5 Pressure clean ablutions.

#### **3.7 PEST CONTROL SERVICES**

- 3.7.1 Fumigation (pest control): Insect / rat / vermin control to internal office space including kitchens, storage, and outside space.

### **3.8 ONCE-OFF SPRING CLEANING SERVICE**

3.8.1 Wiping of Walls and Skirtings

3.8.2 Wiping of Blinds

3.8.3 Cleaning of Windows

3.8.4 Cleaning of all Furniture and Equipment

3.8.5 Removal and disposal of boxes and other items when required

## ANNEXURE A

### 4. SCOPE OF WORK (CLEANING SPECIFICATION)

4.1 The space that is occupied at Block G office block has a floor area of approximately 2 800m<sup>2</sup> which consists of the first floor (1990m<sup>2</sup>) and a portion of ground floor (810m<sup>2</sup>). Both floors comprise of carpet tiles, wall to wall carpets and ceramic tiles. The floor area has open-plan and cellular offices as well as Boardrooms.

4.2 The Cleaning Specification is as follows and will form part of the Service Level Agreement. The services rendered will be measured against the signed Service Level Agreement and penalties will be imposed should there be non-compliance to the SLA.

ITEMS	DESCRIPTION	QUANTITY	LOCATION
Kitchen	With appliances and BIC	1	1 <sup>st</sup> floor – East wing
		1	1 <sup>st</sup> floor – Main entrance
Serving area	With buffet counter and BIC	1	1st floor – Main entrance
Kitchenette with serving area	With buffet counter and BIC	1	Ground floor – East wing
Kitchenette with pause area	With appliances, BIC and dining set-up	1	1 <sup>st</sup> floor – East wing
		1	1 <sup>st</sup> floor – West wing
		1	Ground floor – East wing
Ablutions	Male toilets with two (2) cubicles each	1	1 <sup>st</sup> floor - East wing
		1	1st floor – West wing
		1	Ground floor – East wing
Ablutions	Female toilets with (3) three cubicles each	1	1 <sup>st</sup> floor – West wing
		1	1st floor - East wing



ITEMS	DESCRIPTION	QUANTITY	LOCATION
Ablutions	Female toilets with three (3) cubicles each	1	Ground floor – East wing
Ablutions	Disabled (single)	1	1 <sup>st</sup> floor East wing
		1	Ground floor-East wing

**Frequency Key:**

**Daily** = Monday to Friday

**Weekly** = once a week Monday to Friday

**Daily check and carry out task when necessary** = to be checked once a day and clean if necessary but should be fully cleaned once a week as a minimum.

**Saturday and Sunday** – Deep cleaning, Spring cleaning, Pest Control and any unplanned/ emergency services.

**Public Holiday** = DSBD closed

**DAY-TO-DAY CLEANING**

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
<b>LOCATION: All floors core cleaning</b>		
Break Glass Alarm Points	Dust clean and damp wipe	Daily
Vacuum cleaning	Carpet tiles - Vacuum clean (Notify FM Services daily of any spills on carpet tiles)	Weekly
Deep cleaning of carpets (Dry)	Carpet tiles in open plan and wall to wall carpets in offices and boardrooms	In the event of emergency/ unplanned
Deep cleaning of carpets (Wet)	Carpet tiles in open plan and to wall to wall carpets in offices and boardrooms	Every 3 months
Consumables Supplies (Toilet Rolls, Hand Towels)	Check stock points, replenish and ensure continuous availability	Daily
Signage	Dust clean	Daily
Desk Surfaces (Including Waiting Area & Office Spaces)	Clean with surface disinfectant with sanitiser (70% alcohol content) regularly	Two times Daily

<b>CLEANING ITEM</b>	<b>DESCRIPTION OF TASK</b>	<b>FREQUENCY</b>
Desk Surfaces (Including Waiting Area & Office Spaces)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Dispensers & Waste-holders (All toilets and kitchens)	Wipe clean with surface disinfectant and dry wipe	Daily
Doors	Clean with surface disinfectant. Remove dust, dirt, finger marks and smudges from surface, frame, handles, fingerplates and push-plates. Surfaces shall be left dry and free from cleaning marks.	Daily check and clean as necessary
Doors	Wipe main entrance door handles with surface disinfectant	Two times Daily
Door Releases / Entry Switches	Dust clean	Daily
Evacuation Chairs	Wipe clean and dry wipe	Daily
Fire Extinguishers	Dust clean extinguisher and base unit ensuring they are in their correct position. Vacuum clean under unit.	Daily
All Interior Glass in internal office areas	Clean with window cleaner. Remove dust, dirt, finger marks and smudges. Surfaces shall be left dry and free from cleaning marks.	Daily
Laminate Signage	Wipe clean and dry wipe	Daily
Light Switches	Dust clean	Daily
Mirrors	Clean and dry-wipe to leave smear-free	Daily
Paintings	Dust clean glass and wooden frame	Daily
Cleaning of shredding machines	Remove full bags, fit in new liner and clean the shredding machine	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
<b>LOCATION: All Floors (Including toilets, offices, kitchens, meeting rooms &amp; internal corridors, storerooms)</b>		
Skirting Boards / Architraves	Wipe clean and dry wipe	Daily
Steel Floor Plates Underneath Doors	Wipe clean and dry wipe	Daily
Telephones	Dust clean and wipe with surface disinfectant	Daily
Upholstered Seats	Vacuum clean to remove all dust; refuse particles and fluff	Daily
Upholstered Seats	Steam cleaning of Chairs and Couches	Annually
Tiled Floors	Spot mop to remove spillage or other soilage. Surface should be left dry and free from cleaning marks.	Daily
Wall Surfaces	Spot clean and remove all spill or collision marks	Daily check and clean as necessary
Windowsills (Standard Reach)	Dust clean sills and frames	Weekly
Window Blinds	Vacuum clean all slats	Weekly
Waste Bins (General Rubbish)	Empty & fit new liner. Replace bin to original position.	Daily
Water Coolers (All Floors)	Clean, remove lime scale marks, rinse and dry wipe to leave smear-free.	Daily
Exterior Surfaces		
Wooden Surfaces (Including Modesty Screens)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
<b>LOCATION: Reception Areas and Internal Lobbies– Block G</b>		
Desk Surfaces	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Desk Surfaces	Wipe with surface disinfectant.	Two times Daily

<b>CLEANING ITEM</b>	<b>DESCRIPTION OF TASK</b>	<b>FREQUENCY</b>
Wooden filling cabinets	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry removing cleaning marks with a dry cloth or paper towel if necessary.	Daily
General Waste Bins	Empty & fit new liner. Replace bin to original position.	Daily
Non-desk wooden surfaces (i.e. cupboard tops)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Wooden Bookcases and display cabinets	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry removing cleaning marks with a dry cloth or paper towel if necessary.	Daily
Glass Doors (Interior)	Clean with window cleaner. Remove dust, dirt, finger marks and smudges from surface, frame, handles and push plates. Surfaces shall be left dry and free from cleaning marks.	Daily
Stainless Steel Handles and Locks on Glass Doors (Interior)	Wipe clean and dry wipe	Daily
Stainless Steel Handles and Locks on Glass Doors (Interior)	Wipe with surface disinfectant.	Two times Daily
Carpeted Mats	Vacuum clean	Once a week
Tiles	Spot mop to remove spillage or other spoilage. Surface should be left dry and free from cleaning marks.	Daily
Upholstered Seats Outside Meeting Rooms	Vacuum clean to remove all dust; refuse particles and fluff	Daily
<b>LOCATION: Other Entrances and Areas – Block G</b>		
Concrete Floors	Sweep with hard brush and dispose of debris Wash & disinfect as and when necessary.	Weekly

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Doors	Clean with clean water only. Remove dust, dirt, finger marks and smudges from surface, frame, handles, finger plates and kick plates. Surfaces shall be left dry and free from cleaning marks.	Weekly
<b>LOCATION: Lobby Areas</b>		
Bins	Empty contents into designated refuse bin in car park and replace bin to original position.	Daily
<b>LOCATION: Meeting Rooms</b>		
Tea stations	Clean with surface disinfectant and dry wipe, all surfaces. Drip tray to be removed and hygienically cleaned with surface disinfectant and replaced.	Daily
Table Surfaces - Top	Clean with water and sanitise with surface disinfectant and dry wipe, any uncovered work surface.	Two times Daily
Table Surfaces - Bottom	Check and remove any chewing gum from the underside of the tables. Clean with clean water only if necessary to ensure all spill marks are removed.	Weekly
Chairs	Clean wooden frame with clean water only and dry wipe. Vacuum clean fabric.	Weekly
<b>LOCATION: X 7 Kitchens / Tea stations Ground and 1st Floors</b>		
Cupboards and Sink	Clean with water only and dry wipe laminate/granite tops, sinks, doors and cupboard interiors. Polish dry.	Daily
Dish Cleaning	Clean dishes in all the Kitchens in the morning before 10am and afternoon before 3pm	Twice daily
Kitchen Work Surfaces	Clean with disinfectant spray, rinse and dry wipe, all work surfaces. Polish dry.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Hydro Boilers	Clean with clean water only and polish dry.	Daily
General Waste Bins	Empty & fit new liner. Replace bin to original position.	Daily
Cupboard Doors	Wipe clean and dry wipe	Daily
Microwaves	Full deep clean and dry wipe of exterior and interior, disinfect	Daily
Fridges	Damp wipe and wipe dry Fridge exterior, disinfect.	Daily

#### HYGIENE SERVICES – MONTHLY (once-off installation of related equipment)

QUANTITY	DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
10	SHE-bins with plastic liners and disposable bags	Supply bins and service SHE– bins	Install equipment once and then once daily check and carry out task when necessary. Compulsory disposal in line with NEMA.
10	SHE-packets	Install equipment and refill	Install equipment once and then daily check and refill when necessary.
13	Toilet seat spray (foam)	Install equipment <b>and refilling</b> the seat spray (foam)	Install equipment once and then daily check and refill when necessary
13	Toilet pan hygiene auto janitors (Auto Sanitizer to toilet Pan)	Install hygienic detergent dosing auto janitors to toilet pans	Install equipment once and then daily check and refill when necessary
8	Wall mounted auto air-freshener holders	Install equipment <b>and refilling</b> of auto air-freshener.	Install equipment once and then daily check and refill when necessary

QUANTITY	DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
8	Hand soap dispenser	Install equipment's <b>and refilling</b> of hand wash soap.	Install equipment once and then daily check and refill when necessary
6	Urinal auto-genitors (Auto Sanitizer to toilet Urinal)	Install equipment <b>and refill</b>	Install equipment once and then daily check and refill when necessary
8	Auto Cut Hand towel dispensers rolls in toilets	Install equipment <b>and refill</b>	Install equipment once and then daily check and refill when necessary
13	Toilet paper dispensers (TR3)	Install equipment <b>and refill</b>	Install equipment once and then daily check and refill when necessary
6	Auto Cut Hand towel dispensers rolls in kitchens	Install equipment <b>and refill</b>	Install equipment once and then daily check and refill when necessary
6	Dishwashing soap dispenser in all kitchens	Install equipment's <b>and refilling</b> of dishwashing soap.	Install equipment once and then daily check and refill when necessary

#### CONSUMABLES – DAILY (as and when required)

DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
Toilet paper (2 ply, white, 350 sheets, SABS approved)	Supply and replenish, when necessary, no cases of no toilet paper will be tolerated	Daily check and carry out task when necessary
Centre feed, perforated hand paper towel (white, SABS approved)	Supply and replenish, when necessary, no cases of no paper towel will be tolerated	Daily check and refill when necessary
Hand soap - foamy with moisturiser	Supply and replenish, when necessary, no cases of no hand soap will be tolerated	Daily check and refill when necessary
Automatic spray air-freshener	Supply and replenish (including batteries). No cases of no air-freshener will be tolerated	Daily check and refill when necessary

Refuse bags: <ul style="list-style-type: none"> <li>• SHE bins</li> <li>• Office/Boardroom/Kitchen bins</li> <li>• General bags</li> </ul>	Supply and disposal of content.	Daily check and refill when necessary
Gel Hand sanitizer containing 70% alcohol	Replenishment of gel hand sanitizer containing 70% alcohol and consumables for dispensers, including the recharging of batteries at designated areas	Daily check and refill when necessary
70% Alcohol Hand & Surface Wipes (Convenient Hand & Surface Sanitizing Wipes in a bucket)	Replacement of 70% Alcohol Hand & Surface Wipes in all the 7 kitchens on the ground and 1 <sup>st</sup> floor	Daily check and refill when necessary
Pee mats	Supply	Replace monthly
SHE packets	Supply	Replace monthly

### PEST CONTROL – ONCE EVERY 3 MONTHS

<b>Services Required:</b>	<ul style="list-style-type: none"> <li>• Quarterly fumigation (pest control). Insect / rat / vermin control to internal office space including kitchens and outside space.</li> <li>• Fumigation (pest control) schedule to be provided by supplier, agreed to by DSBD Facilities Manager, and updated where necessary.</li> <li>• SANS approved, environmentally friendly products and allergy free products to be used.</li> <li>• Rat traps inside and outside the building including building perimeters and basements.</li> </ul>
The service provider must submit a completion certificate and material safety data sheet for each interval. Regarding the labelling of detergents: ensure that the detergents used are labelled with a relevant Material Safety Data Sheet (MSDS) in line with the hazardous chemical substance regulations.	



### DEEP CLEANING – ONCE EVERY 3 MONTHS

<b>Services Required:</b>	<ul style="list-style-type: none"><li>• Deep cleaning (Dry powder carpet cleaning services).</li><li>• Or Deep cleaning (Wet carpet cleaning services).</li><li>• Upholstery services (Office Chairs and Couches).</li></ul>
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### SPRING CLEANING SERVICE - ONCE-OFF

<b>Services Required:</b>	<ul style="list-style-type: none"><li>• Wiping of Walls and Skirtings</li><li>• Wiping of Blinds</li><li>• Cleaning of Windows</li><li>• Cleaning of all Furniture and Equipment</li><li>• Removal and disposal of boxes and other items when required</li></ul>
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4.3 Provide the required cleaning personnel to successfully deliver the required service to the Department (DSBD). The service provider must provide for at least 5 x cleaning personnel of which 1 must be a supervisor and 1 allocated to the waste area and surrounding areas (not restricted to). The supervisor and 1 employee dedicated to the waste area and the surrounding areas must be able to render services where necessary in the building. Working hours are from 06h30 till 15h30 weekdays only (excluding public holidays). In exceptional circumstances (including emergencies and scheduled pest control and deep cleaning) after-hour services may be requested at DSBD's discretion.

4.4 Responsible for the provision and management of all equipment and materials necessary to provide the specific service. Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS and National Environmental Management Act (NEMA).

## 5. GENERAL REQUIREMENTS

5.1 The Service provider must allocate the relevant Uniform, PPE, consumables and equipment for this project.

- 5.2 The service provider shall appoint a dedicated on-site supervisor who will monitor work done jointly with a Departmental representative.
- 5.3 The service provider shall ensure uninterrupted service delivery by providing a suitably qualified relief staff member in the event of any employee absence (including annual leave, sick leave, or other approved absence)

## **6. CONTRACT PERIOD**

- 6.1 The duration of the contract for comprehensive cleaning, hygiene and pest control services for the department, over a specified period of twelfth (12) months.

## **7. PROPOSAL EVALUATION CRITERIA**

- 7.1 The 80/20 principle will be applied in evaluating the proposal. Please note that the proposals/bids will follow a three-phased evaluation process as follows:

### **7.1.1 Phase 1: Preliminary evaluation (Compliance evaluation)**

Supply Chain Management will conduct a preliminary compliance evaluation of all proposals and only those that have complied in terms of procurement requirements (i.e., registered on CSD, tax compliant, Completion of the SBD 4 and 6.1 and any other requirement that would have been indicated in the bid document).

### **7.1.2 Functionality Proposal**

#### **MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST**

The second phase will be the evaluation to determine the capability of the service provider to deliver on the specified requirements. The following key score shall be applied for the evaluation of functionality. Only service providers that score all points on the below list on functionality will go through the second Phase Price and Specific Goals level.

## MANDATORY REQUIREMENTS

No	Category					
	COMPLIANCE REQUIREMENTS	YES	NO			
1.	Experience of proposed organisation/ service provider	ATTACHED (YES)	ATTACHED (NO)			
1.1.	The organisation/ service provider must have at least a minimum of 2 years or more, proven record rendering comprehensive cleaning, hygiene services and Pest control.					
1.2.	The bidder must be registered with the National Contract Cleaning Association (NCCA) / Black Economic Empowerment Cleaning association (BEECA) / Cleaning Association South Africa (CASA). The bidder must provide <u>valid</u> proof of registration for NCCA/ BEECA / CASA. <b>Failure to attach above or submission of expired proof will invalidate such bid(s).</b>					
1.3.	The bidder must submit the health and safety plan indicating the <b>occupational health and safely compliance</b>					
1.4.	Expertise and knowledge of the requested services and materials with certified <u>team members</u> on the following: 1. Cleaning, Hygiene, and 2. Pest control (Fumigation) services					
1.5.	<div>A total of five (5) cleaning staff are required for this bid of whom three (3) employees must have at least two (2) years' experience in rendering cleaning, hygiene and pest control services. Bidders must submit a list of proposed staff in the following format: 1st column: name and surname of key staff member; 2nd column: ID number and 3rd column: number of years for relevant experience (as indicated in below table).</div> <table><tr><td>Name and surname</td><td>ID number of key staff member</td><td>Number of years for relevant experience</td></tr></table>	Name and surname	ID number of key staff member	Number of years for relevant experience		
Name and surname	ID number of key staff member	Number of years for relevant experience				
1.6.	The Supervisor must have a minimum of 5 years or above, with comprehensive knowledge, experience, and expertise in the					

	field of Cleaning, Hygiene, and Fumigation (pest control) services.		
1.7.	Accreditation certificate on hygiene services		
1.8.	<p>Accreditation certificate on waste disposal and/or transportation.</p> <p>The organisation/ service provider shall be responsible for the supply, servicing, and hygienic disposal of all sanitary bin waste in female and unisex restrooms, in accordance with the National Environmental Management: Waste Act (2008), the Occupational Health and Safety Act (1993), and applicable municipal regulations. Disposal must be undertaken by an approved hazardous waste service provider, with certificates of disposal submitted monthly.</p>		

### 7.1.3 Phase 3: Price and BEE Contribution status level

Please note that only service providers that have all the above referred on the above mandatory requirements compliance checklist will be evaluated on Price and Specific Goals.

The bid price must be inclusive of VAT and quoted in RSA currency.

	<b>80/20 PRINCIPLE</b>	<b>POINTS</b>
1	PRICE	80
2	SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
	<b>MAXIMUM POINTS</b>	<b>100</b>

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

#### Preference Points

Only bidders that score at least 80 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate the price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation  $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where,

$P_s$  = Points scored for the comparative price of a bid under consideration

$P_t$  = Comparative price of a bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution by the table as set out in the Preference Points Claim Form (SBD 6.1).

**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)
	2	

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)
<b>BEE</b> Compliance Based on Section of the <b>BBBEE</b> Act (Act 53 of 2003 as amended by Act 46 of 2013)	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts  Non-compliant contributor= 0	
<b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	<b>8</b>	
	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
<b>Spatial (Rural/ Township/ City)</b>	<b>4</b>	
	Rural = 4 Township = 2,4 City = 0,8	
<b>Youth and Non-Youth</b>	<b>6</b>	

## 8. TERMS AND CONDITIONS

- 8.1 Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 8.2 The completed SBD 4 and 6.1 documents attached to this RFQ must be completed and returned with the quotation.
- 8.3 No late quotations will be accepted under any circumstances.
- 8.4 Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid

## 9. IMPORTANT NOTICES

- 9.1 Submission of the bid must submit together in two envelopes, i.e., comprehensive proposals **(Envelope 1)** and financial proposal **(Envelope 2)**.

## 10. PROPOSAL SUBMISSION

The deadline for the submission of proposals to DSBD is as follows:

Date : 23 September 2025

Time : 11h00

Address : Department of Small Business Development (DSBD)  
The dtic Campus  
77 Meintjies Street  
Sunnyside  
PRETORIA  
0002  
Small Business Development Bid Box

## 11. ENQUIRIES

Below is the contact detail for all bid related enquiries. Electronic communication will be preferred:

QUERY	NAME	CONTACT DETAILS
Technical	Ms. Radebe	Nradebe@dsbd.gov.za 072 573 7881
	Ms. Monyepao	MMonyepao@dsbd.gov.za 082 603 7511
	Mr. H Kidsingh	HKidsingh@dsbd.gov.za 072 493 2825
Direct all supply chain questions  <a href="mailto:dsbdtenders@dsbd.gov.za">dsbdtenders@dsbd.gov.za</a>	Mr. I Chabalala	012 394 3014
	Ms. Rudzani Matodzi,	012 394 3014
	Mr. Nhlakanipho Msane	NMsane@dsbd.gov.za
	Ms. Jene Kekana	012 394 3014

Please note this checklist must be completed and submitted together with the **Financial Proposal**

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number.  Submit proof of registration.
Functional Proposal including Mandatory documents	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule	YES/NO	Submit full details of the pricing proposal



**ToR Checked**

**YES**

☒

**NO**

☐

Hansraj Kidsingh





**Mr. H Kidsingh**

Director: Security, Facilities Management and Auxiliary Services

Date: 09 September 2025

**ToR Approved**

**YES**

☒

**NO**

☐

Alfred Tau





**Mr. A Tau**

Acting Chief Director: Corporate Management Services

Date: 09 September 2025

**ANNEXURE B**

**PRICING SCHEDULE - FIRM PRICES  
(SERVICES)**

NAME OF SUPPLIER: .....  DATE: .....
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Render cleaning, pest control and hygiene services in Block G which is situated in **the dtic** campus for a period of 12 months or less from the date of signing of the SLA or till 31 October 2026.

DESCRIPTION	ALL INCLUSIVE MONTHLY FEE	ALL INCLUSIVE TOTAL PRICE FOR 12 MONTHS
Cleaning services – Total of <b>5 cleaners</b> <ul style="list-style-type: none"> <li>• X 4 General Cleaners</li> <li>• X 1 Supervisor</li> </ul> (Labour deemed to be inclusive of equipment costs)	R.....p/m	R.....p/a
Hygiene equipment service inclusive of once off installation <b>(Refer to paragraph 3: Hygiene equipment)</b>	R.....p/m	R.....p/a
Spring cleaning service Once-off during relocation	R..... p/session	R.....p/a
Pest control once a quarter <b>(Refer to paragraph 3: Pest Control)</b> 4 x during the 12 months contract.	R.....p/m Every 3 months	R.....p/a
Consumables <b>(Refer to paragraph 4: Consumables)</b>	R.....p/m	

DESCRIPTION	ALL INCLUSIVE MONTHLY FEE	ALL INCLUSIVE TOTAL PRICE FOR 12 MONTHS
		R.....p/ a
Deep Cleaning of Carpets and upholstery cleaning of furniture (2800 m <sup>2</sup> ) 4 x during the 12 months contract.	R..... Every 3 months	R.....p/ a
<b>PROVISIONAL (Emergency) 144 HOURS</b>	R..... 12 hours per month	R.....
<b>SUBTOTAL</b>		R .....
<b>ANNUAL COST</b>		R.....
<b>TOTAL BID PRICE FOR 12 MONTHS CONTRACT PERIOD IN LINE WITH THE CLEANING SPECIFICATION AND *ALL APPLICABLE TAXES</b>		R..... ..

- a) The bidder's total bid price for this contract is deemed as final.
- b) The bidder's total bid price must be all inclusive in line with the specifications, \*all applicable taxes for the service.
- c) The bidder must ensure that they quote a fixed price for the 12 months contract period.
- d) Period required for commencement with project after acceptance of bid. (Period may be negotiated as per the SLA) \_\_\_\_\_**days**

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

## 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

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<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.

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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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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.

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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
OWNERSHIP	2
SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8
SPATIAL (RURAL/ TOWNSHIP/ CITY)	4

<b>YOUTH AND NON-YOUTH</b>	<b>6</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.

## 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) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender



### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>OWNERSHIP</b>	<b>1</b>	<b>2</b>		
	Level 1 = 1 pts Level 2 = 0,125pts Level 3 = 0 pts Level 4 = 0 pts Level 5 = 0 pts Level 6 = 0 pts Level 7 = 0 pts Level 8 = 0 pts  Non-compliant contributor= 0	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts  Non-compliant contributor= 0		
<b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	<b>4</b>	<b>8</b>		
	Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
<b>Spatial (Rural/ Township/ City)</b>	<b>2</b>	<b>4</b>		
	Rural = 2 Township = 1,2 City = 0,4	Rural = 4 Township = 2,4 City = 0,8		
<b>Youth and Non-Youth</b>	<b>3</b>	<b>6</b>		
	Youth = 3 None-Youth = 0,9	Youth = 6 None-Youth = 1,8		

## 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:** .....