

## 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					
<b>Contact person</b>		Matome Mokala/Mighty Mothobekhi/Jane Kekana			
<b>e-mail address</b>		DSBDExternalRFQ@DSBD.GOV.ZA			
<b>Telephone number</b>		012 394 3560			
<b>Issue/Request date</b>		15 May 2026			
<b>Closing date and time</b>		21 May 2026 @ 11:00			
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.				
<b>10</b>	<b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you 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 the suppliers contributing BEE level status, SMMEs, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST

Cleaning Material, supplies and accessories (SABS approved) for state residences and Offices in Gauteng Province. Delivery Address: The dtic Campus, Block G 77 Meintjies Street, Sunnyside PRETORIA				
Item No	Item description	QTY	Price per Item	Price per total quantity
1.	Professional Dishwashing Liquid, grease-cutting detergent (5L)	24	R _____	R _____
2.	Pine Gel (5L)	24	R _____	R _____
3.	Professional Multi-Purpose/Multi surface Cleaning Cream-(5 L)	24	R _____	R _____
4.	Professional Regular Multipurpose Stain Removal Thick Bleach Cleaner (3L)	24	R _____	R _____
5.	Professional Multipurpose thin Bleach, Whitens & Removes Stains (5 L)	12	R _____	R _____
6.	Furniture Polish – Wood (750 ml)	72	R _____	R _____
7.	Refuse Bags (80L x 20's)	30	R _____	R _____
8.	Original Green Soap Bar – (500g) pack	48	R _____	R _____
9.	Oven Cleaner (300 ml)	8	R _____	R _____
10.	Liquid Floor Polish – Wood (5L)	4	R _____	R _____
11.	Liquid Tile Cleaner (5L)	8	R _____	R _____
12.	Liquid Tile Cleaner / Grease Stripper (5L)	4	R _____	R _____
13.	Steel Wool rolls (pack of 10)	8	R _____	R _____
14.	Sponge scourer with abrasive surface (5 pack – rainbow)	8	R _____	R _____
15.	Windowlene (750 ml)	8	R _____	R _____
16.	Professional Aerosol Insect Killer – Assorted 450 ml)	36	R _____	R _____
17.	Air freshener – Hydra Mist (500 ml)	132	R _____	R _____
18.	Deo-Blocks – Cistern (5 pack)	32	R _____	R _____
19.	Toilet Paper (48 rolls) 350 sheets	16		






<b>Cleaning Material, supplies and accessories (SABS approved) for state residences and Offices in Gauteng Province.</b> <b>Delivery Address: The dtic Campus, Block G</b> <b>77 Meintjies Street, Sunnyside</b> <b>PRETORIA</b>				
Item No	Item description	QTY	Price per Item	Price per total quantity
			R _____	R _____
20.	Dishcloths (small/swab) - 3 pack	14	R _____	R _____
21.	Dishcloths -10 pack	10	R _____	R _____
22.	Micro-fibre Cloth (pack of 6)	11	R _____	R _____
23.	Concentrated Kettle descaler – 500ml	16	R _____	R _____
24.	Mop and Bucket set	2	R _____	R _____
<b>TOTAL QUOTATION PRICE EXCLUDING VAT</b>			R.....	
<b>TOTAL QUOTATION PRICE AND *ALL APPLICABLE TAXES</b>			R.....	






## 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	Tick relevant compulsory	Signature-compulsory
Sectors or sub-sectors in accordance with the	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		
	Small	11- 50	≤ 50,0 million		
	Micro	0 – 10	≤ 15,0 million		
<b>Manufacturing</b>	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 50,0		
	Micro	0 – 10	≤ 10,0		
<b>Electricity, Gas and Water</b>	Medium	51 – 250	≤ 180,0		
	Small	11- 50	≤ 60,0 million		
	Micro	0- 10	≤ 10,0 million		
<b>Construction</b>	Medium	51 – 250	≤ 170,0		
	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		
	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		
	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		




**SPECIFICATION-ANNEXURE A**

REQUIREMENTS LIST			
<p><b>Cleaning Material, supplies and accessories (SABS approved) for state residences and Offices in Gauteng Province.</b>  <b>Delivery Address: The dtic Campus, Block G</b>  <b>77 Meintjies Street, Sunnyside</b>  <b>PRETORIA</b></p>			
Item No	Item description	Sample Picture	QTY
1.	Dish washing liquid (5L) – Sunlight	 <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); background-color: black; color: white; padding: 5px; font-weight: bold;">5L</div>	24
2.	Pine Gel (5L)		24
3.	Creamy Multi Surface Cleaner – Handy Andy (5 L)		24
4.	Domestos (3 L)	 <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); background-color: black; color: white; padding: 5px; font-weight: bold;">3L</div>	24
5.	Bleach (5 L)		12
6.	Furniture Polish – Wood (750 ml)		72

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Item No	Item description	Sample Picture	QTY
7.	Refuse Bags (80L x 20's)		30
8.	Green Soap Bar – Sunlight (500g) pack		48
9.	Oven Cleaner (300 ml)		8
10.	Liquid Floor Polish – Wood (5L)		4
11.	Liquid Tile Cleaner (5L)		8

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Item No	Item description	Sample Picture	QTY
12.	Liquid Tile Cleaner / Grease Stripper (5L)		4
13.	Steel Wool rolls (pack of 10)		8
14.	Sponge scourer with abrasive surface (5 pack – rainbow)		8
15.	Windowlene (750 ml)		8
16.	Aerosol Insect Killer – Doom – Assorted 450 ml)		36

<b>Cleaning Material, supplies and accessories (SABS approved) for state residences and Offices in Gauteng Province.</b> <b>Delivery Address: The dtic Campus, Block G</b> <b>77 Meintjies Street, Sunnyside</b> <b>PRETORIA</b>			
Item No	Item description	Sample Picture	QTY
17.	Air freshener – Hydra Mist (500 ml)		132
18.	Deo-Blocks – Cistern (5 pack)		32
19.	Toilet Paper (48 rolls) 350 sheets		16
20.	Dishcloths (small/swab) - 3 pack		14
21.	Dishcloths -10 pack		10

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Item No	Item description	Sample Picture	QTY
22.	Micro-fibre Cloth (pack of 6)		11
23.	Concentrated Kettle descaler – 500ml		16
24.	Mop and Bucket set		2

## 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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>ENTERPRISE OWNERSHIP (BBBEE certificate)</b>	2
<b>SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	8
<b>SPATIAL (RURAL/ TOWNSHIP/ CITY)</b>	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:

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

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:

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

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.)***

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>Enterprise Ownership</b> (Evidence BBEE certificate and CSD report) B- Black W- Women D- Disability Y- Youth	<b>1</b> B,W,D, Y = 1 pts B,W, D =0,175pts B,W= 0,150pts B,Y= 0,125pts B=0,075 W= 0,050 D=0,025  None of the above=0	<b>2</b> B,W,D, Y = 2 pts B,W, D= 1,75 pts B,W= 1,50 pts B,Y=1,25pts B= 1 pts W= 0,75 D=0,50  None of the above=0		
<b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	<b>4</b> Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	<b>8</b> Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
<b>Spatial (Rural/ Township/ City)</b>	<b>2</b> Rural = 2 Township = 1,2 City = 0,4	<b>4</b> Rural = 4 Township = 2,4 City = 0,8		
<b>Youth</b>	<b>3</b> Youth = 3	<b>6</b> Youth = 6		

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

**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>	.....