

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					
Turn over (TICK appropriate box below) Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
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			DSBDtenders@dsbd.gov.za		
Telephone number			060 981 0616		
Issue/Request date			20 AUGUST 2026		
Closing date and time			31 AUGUST 2026 @ 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 Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation				

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				
Render cleaning, pest control and hygiene services in Block G which is situated in the dtic campus for a period of 12 months				
Item No	Item description	Month	Unit Price	Total Amount for 12 Months
1	Cleaning services – Total of 5 cleaners - X 4 General Cleaners - X 1 Supervisor (Labour deemed to be inclusive of equipment costs)	X 12	R	R
2	Once off installation of Hygiene equipment	X 1	R	R
3	Spring cleaning service Once-off during relocation (on request)	X1	R	R
4	Pest control Monthly 12 x during the 12 months contract.	X 12	R	R
5	Consumables refill of all the hygiene equipment inclusive of the service, monthly as when required	X 12	R	R
6	Deep Cleaning of Carpets and upholstery cleaning of furniture (2800 m ²) 4 x during the 12 months contract.	X 12	R	R
7	PROVISIONAL (Emergency) 144 HOURS on request.	X 12	R	R
TOTAL QUOTATION PRICE FOR A 12 MONTH CONTRACT PERIOD, EXCLUDING VAT		R.....		
VAT @ 15%, IF APPLICABLE		R.....		
TOTAL QUOTATION PRICE FOR A 12 MONTH CONTRACT PERIOD IN LINE WITH THE WATER COOLERS MACHINE SPECIFICATION AND *ALL APPLICABLE TAXES		R.....		

Compulsory documents to be returned.

- a) Fully completed Standard Bidding Documents; SBD 4 and 6.1
- b) Points for tender shall be awarded based on the Price, B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth (80/20).
- c) To claim the points the following should be provided.
 - i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,
 - ii. A Confirmation of SMMEs, take note of the above and below table (business classification) and tick relevant Colom in line with your business.
 - iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence less than 6 months
 - iv. And Include the ID for conformation of youth

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		
Agriculture	Medium	51 – 250	≤ 35,0 million		
	Small	11- 50	≤ 17,0 million		
	Micro	0 – 10	≤ 7,0 million		
Mining and Quarrying	Medium	51 – 250	≤ 210,0		
	Small	11- 50	≤ 50,0 million		
	Micro	0 – 10	≤ 15,0 million		
Manufacturing	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 50,0		
	Micro	0 – 10	≤ 10,0		
Electricity, Gas and Water	Medium	51 – 250	≤ 180,0		
	Small	11- 50	≤ 60,0 million		
	Micro	0- 10	≤ 10,0 million		
Construction	Medium	51 – 250	≤ 170,0		
	Small	11- 50	≤ 75,0 million		
	Micro	0- 10	≤ 10,0 million		
Retail, motor trade and repair services.	Medium	51 – 250	≤ 80,0 million		
	Small	11- 50	≤ 25,0 million		
	Micro	0 – 10	≤ 7,5 million		
Wholesale	Medium	51 – 250	≤ 220,0		
	Small	11- 50	≤ 80,0 million		
	Micro	0 – 10	≤ 20,0 million		
Catering, Accommodation and other Trade	Medium	51 – 250	≤ 40,0 million		
	Small	11- 50	≤ 15,0 million		
	Micro	0 – 10	≤ 5,0 million		

Transport, Storage and Communications	Medium	51 – 250	≤ 140,0		
	Small	11- 50	≤ 45,0 million		
	Micro	0 – 10	≤ 7,5 million		
Finance and Business Services	Medium	51 – 250	≤ 85,0 million		
	Small	11- 50	≤ 35,0 million		
	Micro	0- 10	≤ 7,5 million		
Community, Social and Personal Services	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

**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**

DATE ISSUED : 20 AUGUST 2026

CLOSING DATE : 31 AUGUST 2026

TIME : 11H00

RFQ VALIDITY PERIOD : 120 DAYS

SUBMISSION OF PROPOSALS:

DSBDtenders@dsbd.gov.za

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.

- 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.
- 2.2 The space that is occupied at Block G office block has a floor area of approximately 2 800m² and consists of the first floor (1990m²) and a portion of ground floor (810m²) 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.

- 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. QUARTERLY 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 MONTHLY 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 800m² which consists of the first floor (1990m²) and a portion of ground floor (810m²). 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 st floor – East wing
		1	1 st 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 st floor – East wing
		1	1 st floor – West wing
		1	Ground floor – East wing
Ablutions	Male toilets with two (2) cubicles each	1	1 st floor - East wing
		1	1st floor – West wing
		1	Ground floor – East wing
Ablutions	Female toilets with (3) three cubicles each	1	1 st 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 st 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

Monday to Sunday - any unplanned/ emergency services.

Public Holiday = DSBD closed

DAY-TO-DAY CLEANING

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
LOCATION: All floors core cleaning		
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

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
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 plastic bag and clean the shredding machine	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
LOCATION: All Floors (Including toilets, offices, kitchens, meeting rooms & internal corridors, storerooms)		
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 plastic bag. 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
LOCATION: Reception Areas and Internal Lobbies– Block G		
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

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
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 plastic bag. 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
LOCATION: Other Entrances and Areas – Block G		
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
LOCATION: Lobby Areas		
Bins	Empty contents into designated refuse bin in car park and replace bin to original position.	Daily
LOCATION: Meeting Rooms		
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
LOCATION: X 7 Kitchens / Tea stations Ground and 1st Floors		
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
Hydro Boilers	Clean with clean water only and polish dry.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
General Waste Bins	Empty & fit new plastic bag. 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 and install 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 dispenser	Supply and install equipment, and refill	Install equipment once and then daily check and refill when necessary.
13	Toilet seat spray dispenser	Supply and install and refilling the seat spray (foam)	Install equipment once and then daily check and refill when necessary
13	Toilet pan hygiene auto janitors dispenser (Auto Sanitizer to toilet Pan)	Supply 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	Supply install equipment and refilling 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	Supply install equipment's and refilling of hand wash soap.	Install equipment once and then daily check and refill when necessary
6	Urinal auto-genitors (Auto Sanitizer to toilet Urinal)	Supply install equipment and refill	Install equipment once and then daily check and refill when necessary
8	Auto Cut Hand towel dispensers and General Waste Bins in toilets	supply, install (Wall-mounted), and maintain general waste bins in all ablution facilities (male, female, and disabled toilets)	. Install equipment once and then Empty & fit new liner and refill when necessary.
13	Toilet paper dispensers (TR3)	Supply install equipment and refill	Install equipment once and then daily check and refill when necessary
6	Auto Cut Hand towel dispensers rolls in kitchens	Supply install equipment and refill	Install equipment once and then daily check and refill when necessary
6	Dishwashing soap dispenser in all kitchens	Supply install equipment's and refilling 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) 2 ply	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: • SHE bins • Office/Boardroom/Kitchen bins • General bags	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/replacement of batteries at designated areas	Daily check and recharge/replace and refill when necessary
70% Alcohol Hand & Surface Wipes (5 litre of 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 st floor	Daily check and refill when necessary
Pee mats	Supply	Replace monthly
SHE packets	Supply	Replace monthly

PEST CONTROL – ONCE EVERY MONTH

Services Required:	• Monthly fumigation (pest control). Insect / rat / vermin control to internal office space including kitchens and outside space. • Fumigation (pest control) schedule to be provided by supplier, agreed to by DSBD Facilities Manager, and updated where necessary. • SANS approved, environmentally friendly products and allergy free products to be used. • Rat traps inside and outside the building including building perimeters and basements.
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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

Services Required:	• Deep cleaning (Dry powder carpet cleaning services). • Or Deep cleaning (Wet carpet cleaning services). • Upholstery services (Office Chairs and Couches).
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SPRING CLEANING SERVICE - ONCE-OFF ON REQUEST

Services Required:	• Wiping of Walls and Skirtings • Wiping of Blinds • Cleaning of Windows • Cleaning of all Furniture and Equipment • Removal and disposal of boxes and other items when required
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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. EVALUATION OF THE PROPOSAL

7.1 PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

- 7.1.1 During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents.
- 7.1.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1.	CSD Registration	Attached CSD registration report.
2.	SCM - SBD 4 – Bidders Disclosure	Completed and signed
3.	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
4.	In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreements signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

7.2 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:

7.2.1 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 complaint, Completion of the SBD 4 and 6.1 and any other requirement that would have been indicated in the bid document).

7.2.2 PHASE 2: MANDATORY REQUIREMENTS

7.2.3 Bidders are required to complete below table by indicating whether they comply with the mandatory requirements by marking the appropriate column with an 'X'. Bidders are required to attach support documentation.

7.2.4 Failure to submit any of the required documents or to comply with these requirements will render the bid non-responsive and will result in disqualification from further evaluation.

7.2.5 Bidders that have comply with all mandatory requirements will move to phase 3: Price and Specific Goals contribution.

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. Attach reference letters as proof. <i>Each reference letter must:</i> Be on the client s official letterhead. Be signed and dated. Include contactable details (i.e. telephone number, and email address) Confirm the nature, duration and dates of when services were rendered. Note: The Department reserves the right to verify the authenticity of the information provided.		
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. Failure to attach above or submission of expired proof will invalidate such bid(s).		
1.3.	The bidder must submit the health and safety plan indicating the occupational health and safely compliance. The activities should reflect the actual scope of work in relation to: Cleaning Services, Hygiene Services, Pest Control		

	Services, Health and Safety Activities and Environmental Management. The Safety plan should be aligned to all day-to-day activities as listed below: a) Compliance b) Hazard Identification and Risk Assessment c) Personal Protective Equipment (PPE) d) Chemical Safety e) Safe Work Procedures f) Equipment Safety g) Emergency Procedures h) Training and Competency i) Supervision j) Incident Reporting k) Waste Management l) Monitoring and Review of Plan					
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.	A total of five (5) cleaning staff is 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). <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. Attach comprehensive CV, with contactable references.		
1.7.	Accreditation certificate on hygiene services with the below certificates: ISO 9001 (Quality Management) and or ISO 45001 (Occupational Health and Safety),		
1.8.	Accreditation certificate on waste disposal and/or transportation. 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.		

Note: All bidders who do not comply with the criteria above will be disqualified for further evaluation.

8. PHASE 3: PRICE AND SPECIFIC GOALS

Please note that, only service providers that have fulfilled all requirements as per the **Mandatory Requirements Compliance Checklist** on functionality will be evaluated on Price and Specific Goals contribution

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

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

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

Preference Points

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 $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

In terms of Regulation 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 in accordance with 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)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2	
	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts	

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)
	Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8	
	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4	
	Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	6	
	Youth = 6 None-Youth = 1,8	

9. TERMS AND CONDITIONS

- 9.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.

- 9.2. The completed SBD 4 and SBD 6.1 documents attached to this RFQ must be completed and returned with the quotation.
- 9.3. No late quotations will be accepted under any circumstances.
- 9.4. The service provider must complete and return all the required documents, failing which the quotation will be declared invalid.

10. 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 and submit your proposals to: dsbdtenders@dsbd.gov.za	Ms. Rudzani Matodzi,	012 394 3014
	Mr. Nhlakanipho Msane	NMsane@dsbd.gov.za
	Mr. Conty Mokala	012 394 3014

ToR Checked		YES ☒	NO ☐
Hansraj Kidsingh  SIGNFLOW			
Mr. H Kidsingh Director: Security, Facilities Management and Auxiliary Services Date: 18 August 2026			
ToR Approved		YES ☒	NO ☐
Mbali Mbatha  SIGNFLOW			
Ms. Mbali Mbatha Chief Director: Corporate Management Services Date: 20 August 2026			

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.3.1 If so, furnish particulars:

.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature

.....

Date

.....

Designation

.....

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

YOUTH AND NON-YOUTH	6
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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:

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

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)
OWNERSHIP	1	2		
	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		
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	4	8		
	Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
Spatial (Rural/ Township/ City)	2	4		
	Rural = 2 Township = 1,2 City = 0,4	Rural = 4 Township = 2,4 City = 0,8		
Youth and Non-Youth	3	6		
	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: