



Corner Bonaero Drive and Cote D' Azur Avenue • Jewellery Manufacturing Precinct-  
 Building 4 • OR Tambo • SEZ Orta SEZ Precinct 1 • Bonaero Park  
 P. O. Box 16001 • Doornfontein • 2028 • South Africa  
 +27 (0) 11 223 7000 • info@sadpmr.co.za • www.sadpmr.co.za  
 @sadpmr sadpmr sadpmr

**REQUEST FOR QUOTATION: RFQ NO: 164 - 2026**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR SADPMR FOR A PERIOD OF 12MONTHS.**

COMPULSORY BRIEFING SESSION WILL BE HELD AT SADPMR OFFICES IN KEMPTON PARK.

**Date: 24 June 2026**

Time: 10:00am

Venue: Venue: Corner Bonaero Drive and Cote D Azur Avenue, Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator

The Bid must be submitted on the letterhead of your business and submitted not later than 30 **June 2026 at 11h00AM to quotations@sadpmr.co.za.**

**The following conditions will apply:**

- 1) Price (s) quoted must be valid for thirty days (30) from the closing date of the RFQ.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:

**80 points for price and 20points for specific goals as follows:**

- Enterprises owned by black women - 10 points
  - Entities that are small, medium, and micro enterprises- 5 points
  - Enterprises owned by Youth - 5 points
- 5) **Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.**
  - 6) Copies of ID's & CIPC & Latest downloaded CSD full registration report.
  - 7) Late responses will not be considered.

<p><b>ISSUED BY:</b></p> <p><b>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR</b>  <b>P.O. BOX 16001 DOORFONTEIN 2028</b>  <b>Tel: (011) 223 7000</b></p>	<p><b>CONTACT PERSON (SPECIFICATION)</b>  <b>Ms. Cynthia Khadimovha</b></p> <p><b>E-mail:</b>  <b>cynthiak@sadpmr.co.za</b></p>	<p><b>CONTACT (ADMINISTRATION) PERSON</b>  <b>Mr. Njabulo Mavuma</b></p> <p><b>E-mail: njabulom@sadpmr.co.za</b></p>
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**PART A****INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR</b>			
BID NUMBER:	RF 164-2026	CLOSING DATE & TIME:	30 June 2026@11:00AM
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR SADPMR FOR A PERIOD OF 12MONTHS.</b>		
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE BELOW DETAILS.</b>			
<b>The Bid must be submitted on the letterhead of your business and submitted not later than 30 June 2026 @11h00AM to quotations@sadpmr.co.za</b>			
<b>BIDDING PROCEDURE DIRECTED TO</b>	<b>ENQUIRIES MAY BE DIRECTED TO</b>	<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Cynthia Khadimovha</b>	CONTACT PEOPLE	<b>Njabulo Mavuma</b>
TELEPHONE NUMBER	<b>(011 223 7000</b>	TELEPHONE NUMBER	<b>(011) 223 7000</b>
E-MAIL ADDRESS	<a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a>	E-MAIL ADDRESS	<a href="mailto:njabulom@sadpmr.co.za">njabulom@sadpmr.co.za</a>
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER TAX		CENTRAL	

COMPLIANCE STATUS	COMPLIANCE SYSTEM PIN:	<b>OR</b>	SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes <input type="checkbox"/> <input type="checkbox"/>	No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA) YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES  NO

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

**PART B**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE- TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER(PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution) DATE:

.....

**PRICING SCHEDULE – FIRM PRICES**

**(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- |   |  |       |                          |
|---|--|-------|--------------------------|
| - | Required by:                                     | ..... |                          |
| - | At:  | ..... |                          |
| - | Brand and model                                  | ..... |                          |
| - | Country of origin                                | ..... |                          |
| - | Does the offer comply with the specification(s)? |       | *YES/NO                  |
| - | If not to specification, indicate deviation(s)   | ..... |                          |
| - | Period required for delivery                     | ..... | *Delivery: Firm/not firm |
| - | Delivery basis                                   | ..... |                          |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

**1. PURPOSE OF THE FORM**

**BIDDER'S DISCLOSURE**

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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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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.

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to

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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.

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 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

## SBD 6.1

### 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**

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#### 1. GENERAL CONDITIONS

- 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).

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

The applicable preference point system for this tender is 80/20.

- 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.

- **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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.

- 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 GOOD AND SERVICES

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

**or 90/10**

$$P_{max} \quad P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

or

$$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where  $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### **3. 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 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)
Entities owned by black women.		10		
Enterprise owned by youth		5		
Entities that are small, medium, and micro enterprises.		5		

**NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.**

**8.2 DECLARATION WITH REGARD TO COMPANY/FIRM**

8.2.1 . Name of company/firm.....

8.2.2 Company registration number: .....

8.3.3. TYPE OF COMPANY/ FIRM

- a) Partnership/Joint Venture / Consortium
- b) One-person business/sole propriety
- c) Close corporation
- d) Public Company
- e) Personal Liability Company
- f) (Pty) Limited
- g) Non-Profit Company
- h) State Owned Company  
[TICK APPLICABLE BOX]

8.3 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 favorable 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 audit 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>	.....
	.....
	.....

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A CLEANING SERVICE PROVIDER FOR THE SADPMR HEAD OFFICE, KEMPTON PARK TO CLEAN AND MAINTAIN A HYGIENIC ENVIRONMENT IN ALL AREAS FOR A PERIOD OF 12 MONTHS**

## **1. INTRODUCTION**

The SADPMR seeks to appoint an office cleaning service provider for its Head Office in Kempton Park. To clean and maintain a hygienic environment in all areas. This includes cleaning of individual offices, open areas, kitchens, and restrooms for men and ladies (maintenance and removal of sanitary pad bins) for a period of 12 Months.

## **1. INTRODUCTION**

The SADPMR seeks to appoint an office cleaning service provider for its Head Office in Kempton Park. To clean and maintain a hygienic environment in all areas. This includes cleaning of individual offices, open areas, kitchens, and restrooms for men and ladies (maintenance and removal of sanitary pad bins) for a period of 12 Months.

## **2. PROJECT OBJECTIVE**

The objective of this Bid is to appoint a suitable Bidder within the cleaning industry who will, amongst others:

- a. Be registered with NCCA (National Contract Cleaners Association), BEECA or CASA.
- b. Deliver a quality and professional cleaning service.
- c. Provide back-up service/s in cases of emergency, without deviation from the awarded Service Level Agreement

## **3. REQUIREMENTS**

Successful Bidder(s) will be required to provide the following Services diligently.

- a. 2 Cleaners will be required to work from 7:30 to 3:30
- b. Weekly on-site inspection by the manager is required.
- c. Daily activity report on cleaning of facilities and weekly report on areas.
- d. Monthly cleaning monitoring system in place.
- e. 100% availability of cleaning materials at all times.
- f. Industrial Standardized cleaning equipment, (brooms, mops with buckets, clothes, sponges, vacuum cleaners, carpet cleaning, floor polishers, floor scrubbers)
- g. Maintenance and removal of sanitary pads from sanitary bins (9 bins) removed once per month.

**NB: Briefing and Site inspection will be at SADPMR Head Office in Kempton Park. Date:**

**24/06/2026**

**Time: 10:00**

#### 4. MANDATORY REQUIREMENTS

The bidder will be required to submit proof of an Accreditation Certificate with the National Contract Cleaners Association NCCA or SAQA or BEECA or CASA or COIDA’s valid Letter of good standing.

The safe disposal of feminine hygiene waste must comply with The Occupational Health & Safety Act, 85 of 1993 and The National Environmental Management: Waste Act, 59 of 2008. The bidder must provide a letter of intent from a sanitary waste removal company that would be removing and disposing of sanitary waste OR proof that the bidder is accredited to perform the service.

#### 5. COMPLETION DATE

The expected duration of the service is twelve (12) months.

#### 6. EVALUATION CRITERIA

Responses will be evaluated in two stages. The first stage is the mandatory requirement, and the second stage is the functionality.

##### 6.1 PHASE 1: FUNCTIONALITY CRITERIA

Description of item	Requirements	Weighting
Company experience	<p>Bidders should have a minimum of three (3) years’ experience based on the previous Signed SLAs/contracts awarded, for rendering the service of office industrial cleaning, including the removal and maintenance of sanitary pads equipment: -</p> <p><b>NB:</b> Non attachment of SLAs/contracts awarded = 0, and attachment of SLAs/contracts awarded with required experience will be evaluated as:</p> <ul style="list-style-type: none"> <li>• 2 years and below= 0 point; 3 to 4 years = 5 points; 5 to 6 years = 10 points; 7 to 8 years = 15 points; 9 years and above = 20 points</li> </ul>	20
Skills requirements for the cleaning supervisor and staff	<p>Skills profile of the cleaning supervisor and his/her Staff. We expect them to have either First Aid or Hygiene Skills</p> <p>No certified Certificate on First Aid/Hygienic skills) Skills=0            Certified Certificate on First Aid/(hygienic skills) Skills=20</p>	20

Experience on office cleaning, including the removal and maintenance of sanitary pads	<p>The bidders must provide a minimum list of three references letters from current or former clients within the cleaning industry. Each reference signed letter must be on official company letterhead, clearly stating the name of the contact person, their telephone number and/or email address, and the date of the letter, which must not be older than twelve months.</p> <p>Points will be allocated as follows:</p> <p>No letters = 0 points; 1-3 letters= 10 points, 4-5 letters= 15 points, 6 letters and above =20 points</p>	20
Infrastructure Requirements	<ul style="list-style-type: none"> <li>Bidders are required to indicate basic facilities (cleaning equipment), which include an e- mail address and physical address.</li> </ul> <p>Company e-mail address = 10 points; None of the above = 0 points</p> <ul style="list-style-type: none"> <li>Bidders are required to provide proof of physical address e.g. municipal bill for rates/ taxes /water/ Lights or a lease agreement.</li> </ul> <p>No proof of address=0; Proof of physical address and email address=10</p>	20
Project plan/methodology	<p>Bidders are required to provide a comprehensive project plan indicating how the services will be rendered on normal daily program and in the event of a labour strikes, disruptions, or a shortage of internal hygienic staff.</p> <p>No project plan= 0; Project plan without milestones and deliverables on daily bases= 10; Project plan with the mechanisms in the event of unforeseen circumstances like labour strike, disruptions, or a shortage internal hygienic staff= 20 (Attach project plan)</p>	20

## 7. PHASE 2: EVALUATION:

### The 80/20 Principle is based on Price and special goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

7.1. A maximum of 80 points is allocated for price on the following basis:

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

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of highest acceptable bid

7.1.1. A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR

<b>Special Goals</b>	<b>80/20 Points System</b>	<b>Relevant Evidence</b>
Enterprises owned by youth.	5	Copies of ID's / CIPC / CSD
Enterprises owned by black women.	10	Copies of ID's / CIPC / CSD
Entities that are small, medium, and micro enterprises.	5	CSD / BEE certificate / Sworn Affidavit

## 7.2 The following must be submitted to claim the points for specific goals:

7.1.2. CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ Tenderers are encouraged to obtain the 3 months CIPC proof and CSD Report from <https://eservices.cipc.co.za/>. Failure to submit the CIPC proof and CSD Report will result in zero (0) scoring for specific goals.

7.1.3. The points scored for the specific goal must be added to the points scored for price, and the total must be rounded off to the nearest two decimal places.

7.1.4. Final appointment to be awarded to the tenderer scoring the highest points.

## 8. Enquiries

8.1. If a bidder has enquiries regarding the technical aspects of this project, don't hesitate to get in touch with Ms. C Khadimovha at [cynthiak@sadpmr.co.za](mailto:cynthiak@sadpmr.co.za).

**NB: ONLY BIDDERS OBTAINING 70 POINTS OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION, WHICH IS PRICE AND PREFERENCE POINTS**

## 9. OTHER CONDITIONS

- SADPMR reserves the right not to appoint any bidder due to non-compliance or other internal decisions.
- SADPMR reserves the right to award the bid to a Bidder who is not the highest scoring Bidder
- The employee's salary done in terms of sectoral salary determination.