



an agency of the
Department of Sport, Arts and Culture

RFQ-660

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	COMPULSORY BRIEFING SESSION	CLOSING DATE
Request for quotation: Appointment of Service provider for Hygiene Services for a period of 12 months	PARK OPERATIONS	SCM Tel: 012 336 4029 Email: lerato@freedompark.co.za Technical: Ditiro@freedompark.co.za 012 336 4198	16 July 2026 @10am ADDRESS: Freedom Park. Cnr koch & 7th Avenue, Salvokop, Pretoria	20 July 2026 Time:@10h00am
ALL QUOTATIONS OR PROPOSALS TO BE SUBMITTED TO: TENDER BOX ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA 2nd Floor				

INDEX

NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal - SBD6.1	
3	Tax compliant CSD Report	
4	Comprehensive proposal or Quotation that respond to Request for Quotation (quotation validity must be 90 days)	
5	BBBEE Registration Certificate	
ALL PRICES MUST BE VAT INCLUSIVE		

SPECIFICATION

RFQ: FOR THE APPOINTMENT OF HYGIENE SERVICE PROVIDER SERVICES FOR GENERAL HYGIENE SERVICES FOR A PERIOD OF 12 MONTHS.

1. Scope of work

1.1. Hygiene Services

- Deep Cleaning of toilets, basins, urinals, and showers will be done on a quarterly basis.
- SHE Bin Servicing will be done on a weekly basis.
- Air Freshener Dispensers is to be serviced on a monthly basis.

1.2. Environmental/Pest Control Services

Implementation of the following program will be done on a monthly basis:

- Cockroach treatment program
- Rodent treatment program
- House mice treatment and trapping program

1.3. Decontamination Services

Decontamination services as and when required by the client, adhering to COVID-19 protocols. Specific areas include:

- Entire Freedom Park site (7 buildings, 30 000 m²)
- All ablutions at Freedom Park (45 cubicles)
- All server rooms at Freedom Park (2 rooms)
- All exterior balustrades (5000 meters)

1.4. Consumables

The contractor will provide the following consumables as and when requested by the client:

- Air fresheners
- Foam seat sanitizers
- SHE packets
- Multifold 1 ply toilet paper

- Mystique paper towels

2. Mandatory Requirements

1. Proof of Registration with Central Supplier Database (CSD)
2. BEE certificate
3. Submit a valid waste landfill site registration license.
4. Submit valid waste management license
5. NCCA certificate
6. Provide a valid Pest control certificate of registration from the Department of Agriculture, Forestry and Fisheries for accredited personnel that will be performing the services as per the tender.

NB: This may be requested again at award stage for the appointed bidder 6.

3. Pricing Schedule:

Item No.	Description of works	Frequency	U.O. M	Quantity	Rate	Amount
1.	Deep Cleaning of Toilets Quarterly	4	No.	120	R	R
2.	Deep Cleaning of Basins Quarterly	4	No.	80	R	R
3.	Deep Cleaning of Urinals Quarterly	4	No.	89	R	R
4.	Deep Cleaning of Showers Quarterly	4	No.	10	R	R
5.	Servicing of She Bins, including storing and disposing of waste materials according to "waste management statutory requirements". (Proof of disposal will be requested regularly) - weekly	52	No.	90	R	R
7.	Supply and Installation of new Plastic Bait Stations Externally – once off	1	No.	150	R	R

8.	Service of newly installed Plastic Bait Stations Externally (outside Buildings) Monthly.	12	No.	150	R	R
10.	Supply "Cardboards Bait Station" internally (Inside buildings) services ducts, generator rooms etc. Once off	1	No.	100	R	R
11.	Service "Cardboards Bait Station" internally (Inside building) services ducts, generator rooms etc. Monthly	12	No.	100	R	R
9.	Fumigation treatment with approved chemicals for Cockroaches and insects – Restaurant, Kitchens, storerooms, offices and Boardrooms Monthly.	12	m²	30000	R	R
12.	Supply and dispose of Bio-hazard Waste box (25 Litres) Monthly.	12	No.	2	R	R
	Supply consumables as and when on Monthly basis					
13.	Air fresheners - 75ml	12	No.	50	R	R
14.	Foam Seat Sanitizers - 400ml (To suit existing dispenser)	12	No.	50	R	R
15.	She Packets - Pack Of 100	12	No.	30	R	R
16.	Multifold 1 Ply Packet	12	No.	30	R	R
17.	Mystique Paper Towels	12	No.	20	R	R
	Contingency					
18.	Allowance for R50 000.00 for unforeseen Cleaning, Hygiene related works					R50 000.00

	Sub Total excl. vat	
	Add Vat	
	Total Incl. Vat	

5 Evaluation: Functionality

a. Evaluation Criteria

Evaluation will be carried out in two phases. The first phase of the evaluation will be.

on technical evaluation. The technical evaluation will consist of 100 Points

b. Second phase will be on Preference Point system (80/20)

- 80 Points for Price
- 20 Points for Specific Goals

5.1. Evaluation Criteria/Technical Evaluation

Service Providers will be rated as follows:

- 0 – No Response
- 1 – Very poor response
- 2 – Poor response
- 4 – Fair response
- 4 – Good response
- 5 – Excellent
- 6 - very excellent

Evaluation Criteria	Weight	Total Points
Experience of similar project 1. Bidders experience (track record) to provide Hygiene and Cleaning Services Tenderer (2X) 2. Bidder's experience (track record) to provide waste management services (2X) 3. Bidders experience (track record) to provide integrated pest management (2X)	10	30
Method Statement 4. Hygiene and cleaning services proposal 4.1. Hygiene services Proposal 4.2. Specialized cleaning services proposal 5. Waste Management Proposal 5.1. General Waste Management Proposal 5.2. Waste Recycling Proposal 5.3. Hazardous Waste Management, collection and transportation	10	30
5.4. On-site Management and reporting communication 5.5. Capacity (equipment and consumable) 6. Environmental/Pest Control Services implementation plan		
7. Bidder's contract management Proposal	2	5
References in current(2X) and past contracts (2X) 8. Hygiene and cleaning services contract references (2X) 9. Waste management services references (2X) 10. Pest control services references (2X)	10	30
Experience of the Contract Manager 11. Contract Manager capability 12. Organogram and Staffing plan	2	5

Note: Only bidders that score 75 points or more will be further evaluated according to the Preferential Procurement Act.

**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
SPECIFIC GOALS	20
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:

80/20 or 90/10

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = 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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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.

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)
100% Black owned		8		
51% -99% Black owned		4		
100% women owned		6		
51% -99% women owned		4		
100% youth owned		5		
51% -99% youth owned		2		
2% Owned by Persons with Disabilities		1		

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:	
	
	
	

SBD4

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 interest¹ 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

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.

2.2 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 consortium² 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 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

² 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.

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

