



OFFICE OF THE PREMIER: NORTHERN CAPE

**Request for quotation (RFQ)
Hygiene services.**

Duration: 36 months

Date Issued: 29 September 2026

Closing date and time: 05 October 2026 at 11h00

REQUEST FOR QUOTATION
Hygiene services

1. Purpose

The purpose of this request for quotation (RFQ) is to appoint a service provider to provide hygiene services to the Office of the Premier for a period of 3 years (**36 months**).

2. Specification

The scope of work consists of 3 parts:

Part 1: Once-off installation of equipment

Part 2: Consumables

PART 1 - Once-off installation of equipment:

Equipment	Quantity
Wall Bin	49
Paper Towel Dispenser	49
Air freshener Dispenser	19
TR2 Toilet Roll Holder	52
SHE Sanitary Bin	35
Foam Soap Dispenser	46
Sanitary Packet Dispenser	18
Automatic Hand Dryer	19
Seat Sanitizer Dispenser	52

- **NB: Appointed service provider will be responsible for the maintenance of equipment.**

PART 2- Consumables:

Consumable Products	Delivery Frequency	Quantity
Urinal Mat Round	Delivered Monthly	34
She Sanitary Packets (50s)	Delivered Monthly	18
Foam Soap Refill	Delivered Monthly	92
Laminated Paper Towel Rolls	Delivered Monthly	100
Air Freshener Refills	Delivered Monthly	38

3. Duration

The successful bidder will be responsible for the provision of hygiene services to the Office of the Premier for a period of **36 months**.

4. Pricing model

The Office of the Premier: Northern Cape requires prospective bidders to bid on all items according to the specification.

Total pricing should be VAT inclusive. VAT may, by means of a unique VAT registration number issued by SARS, only be charged by service providers registered as a VAT vendor.

Prospective bidders must complete a pricing schedule (**Annexure A**), all applicable fields in the pricing schedule must be completed. The use of "N/A", blank fields, dashes, or any other non-numerical entry for any service is not permitted.

The successful bidders must submit their invoice on a monthly basis.

5. Evaluation Criteria

The bid will be evaluated on the 80/20 principles as guided by the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022.

Stage 1: Compliance with Supply Chain Management

The minimum requirements to participate in this request for quotation are:

- SBD4 - Bidders disclosure (**Annexure B**)
- Critical information form (**Annexure C**)

Stage 2: Price and specific goals point's calculation (**Annexure D**)

Price	80
Specific Goals	20
	100

6. Closing date and time

6.1. All quotations must be submitted no later than **Monday, 05 October 2026 at 11h00.**

6.2. Submission Format:

Quotations and all supporting documentation must be submitted via www.etenders.gov.za online submission only.

7. Enquiries

For any enquiries, please contact:

- Ms M Vice
Tel: 060 550 8080
Email: MVice@ncotp.gov.za
- Ms P Meruti

REQUEST FOR QUOTATION
Hygiene services

Tel: 071 683 4033
Email: PMeruti@ncotp.gov.za


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CHIEF FINANCIAL OFFICER

Annexure A- Price List Hygiene Services

Name Of Bidder:	
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PART 1 - Once-off installation of equipment:

Description of Dispensers	Qty	Price
Wall Bin	49	
Paper Towel Dispenser	49	
Air freshener Dispenser	19	
TR2 Toilet Roll Holder	52	
SHE Sanitary Bin	35	
Foam Soap Dispenser	46	
Sanitary Packet Dispenser	18	
Automatic Hand Dryer	19	
Seat Sanitizer Dispenser	52	
Total		

PART 2- Consumables:

Description of Consumable Products	Delivery Frequency	Qty	Price
Urinal Mat Round	Delivered Monthly	34	
She Sanitary Packets (50s)	Delivered Monthly	18	
Foam Soap Refill	Delivered Monthly	92	
Laminated Paper Towel Rolls	Delivered Monthly	100	
Air Freshener Refills	Delivered Monthly	38	
Total			

Grand Total	
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Signature of Bidder

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

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



Province of the

Northern Cape

office of the premier

finance

Critical information for prospective service providers:

- **Central Supplier Database:**

Prospective service providers must be registered on the Central Supplier Database and proof must be submitted. (Unique CSD number)

Please provide CSD supplier number MAAA_____

- **Administrative criteria:**

SBD 4 Bidders Disclosure (Please find attached)

Please note that failure to declare truthfully will result in supplier being registered on the Restricted Supplier Database.

- **Evaluation criteria:**

- Bids will be evaluated on the 80/20 preference point system for acquisition of goods or services with a Rand value equal to or below R50 million.
 - 80 points - Price
 - 20 points - Specific goals (Please find attached)
- Bids will be evaluated on the 90/10 preference point system for acquisition of goods or services with a Rand value above R50 million.
 - 90 points - Price
 - 10 points - Specific goals (Please find attached)

Signature of Bidder



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f i n a n c e

Specific goals

80/20 preference point system for acquisition of goods or services with a Rand value equal to or below R50 million.

Specific goals	Points	
Black owned	5	
Black women	4	
Black youth	5	
Persons living with disabilities	6	
	20	

90/10 preference point system for acquisition of goods or services with a Rand value above R50 million.

Specific goals	Points	Points allocated
Black owned	3	
Black women	2	
Black youth	2	
Persons living with disabilities	3	

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