

REQUEST FOR QUOTATION (RFQ)

Request Quotation:	for	THE PROVISION OF GENERAL MAINTENANCE SERVICES FOR THE GRABOUW OFFICE	
RFQ Number:	RFQ-PPECB/ GRABOUW-MAIN /04-26		
Opening Date:	18 May 2026		
Closing Date:	5 June 2026	Time:	16:00
Contact Person:	Siyasanga Kotshobe	Email:	SiyasangaK@ppecb.com
Bid Validity Period	60 Days		

1. PROJECT PURPOSE

The PPECB seeks to appoint a professional service provider(s) to render maintenance services at the Grabouw Office. The contract will be for a period of five (5) years, with an option to renew for an additional two (2) years, subject to satisfactory performance.

2. BACKGROUND

The PPECB is a Schedule 3A public entity as defined in the Public Finance Management Act 1 of 1999 and is established in terms of Section 2 of the Perishable Products Export Control Act 9 of 1983. The main purpose of the PPECB is to promote the orderly, efficient, and sustainable export of perishable products from South Africa. The PPECB manages and monitors the cold chain for the export of perishable products from South Africa. The PPECB operates under two mandates, namely the Agricultural Products Standards Act 119 of 1990, and the Perishable Products Export Control Act 9 of 1983.

3. SPECIFICATION

Scope of Work

The PPECB seeks appointment of a professional service provider(s) who can provide maintenance services for the Grabouw Office. Services must adhere to the Occupational Health and Safety Act 85 of 1993.

Background

The safety of the work is the responsibility of the contractor's employee(s). PPECB will not be liable or accountable for any injuries that occur on site. Additionally, the PPECB Grabouw office is not obligated to store any equipment for the service provider. The PPECB reserves the right to limit the number of hours worked per day or to prescribe the specific number of hours to be worked.

Maintenance services are essential for the upkeep of our flower beds and the overall maintenance of the premises outside the building. Bidders will be required to provide appropriate labour, machinery, tools and materials to ensure high quality maintenance of Grabouw office. In the event of an office relocation within Grabouw during the contract period, the service provider will be required to continue

Board Members:

J Andrag, J Atwood-Palm, A Coetzee, J du Preez, A Kruger (Chairperson),
 B Mavume (Vice-Chairperson), L Stroebel, P Tlomatsane, W van Rooyen, M Vorster

rendering services at the new office location. However, should the landlord provide these services, the contract may be terminated. The service provider will have to attend the site during the day between 08H00 - 16H00 as and when required. The successful supplier must service the Grabouw office once a month or as and when required depending on the need.

Requirements

The maintenance services will consist of but not limited to.

- Lawn Mowing and Trimming
- Collection and removal of litter
- Maintenance of trees and shrubs
- Tree Trimming
- Cleaning of gutters
- General cleaning around the office
- Cleaning of sidewalks at entrances
- General maintenance and cleaning

The service must be quoted based on hourly rates and should be vat inclusive.

Bidders are required to attend a mandatory site visit. Failure to attend the site visit will result in the bid being deemed non-responsive and it will not be considered for evaluation. Site visits must be arranged with Riva Jacobs at RivaF@ppecb.com / 087 350 5492 or Rochelle Hartneck at RochelleJ@ppecb.com /083 664 9002. The site visit is scheduled for 28 May 2026, from 11:00 AM to 12:00 PM.

Address: 7 Bosbou Avenue, Grabouw, 7160

4. TERMS AND CONDITIONS OF BID

4.1 BID SUBMISSION

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to: **Siyasangak@ppecb.com** Or submitted electronically via Microsoft One Drive and shared with this email address Siyasangak@ppecb.com This submission must contain all information and documentation relating to the **RFQ-PPECB/ GRABOUW-MAIN /04-26**

4.2 CLOSING DATE

- 4.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.
- 4.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

4.3 REVISIONS TO REQUEST FOR QUOTATION

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Bidders by an email.

4.4 BID VALIDITY PERIOD

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

4.5 CSD REGISTRATION

- 4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 4.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 4.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

4.6 ACKNOWLEDGEMENT AND ACCEPTANCE

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

4.7 DECLARATION OF INTEREST

Bidders must make full disclosure where interest exists or may exist between parties under the proposed contract. In the event that a conflict of interest exists between the most advantageous Bidder and the PPECB, and this was not disclosed, the said Bidder's bid will not be accepted. The next most advantageous Bidder will be awarded the contract.

4.8 INSURANCE

- 4.8.1 The successful bidder will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

4.9 RESPONSE PREPARATION COST AND ONGOING ENGAGEMENT

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

4.10 RESERVATIONS

- 4.10.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 4.10.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 4.10.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
 - Accept a Quotation other than the lowest priced quotation.
 - Refuse to consider any Quotation not conforming with the requirements of this RFQ;
 - Ask any Service Provider to supply further information after the closing date;
 - Cancel this RFQ or any part thereof at any time.
 - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
 - Not to award the quotation at all.

5. DATA PROTECTION

- 5.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

6. NEWS AND PRESS RELEASES

- 6.1. Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

7. DISCLAIMER

- 7.1. This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 7.2. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 7.3. The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

8. GENERAL TERMS AND CONDITIONS

The attached terms and conditions must be signed and send back with the RFQ response.

9. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid B-BBEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

10. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

The following preference point systems are applicable to all bids whereby preference points shall be awarded for Price; and Specific Goals.

- the 80/20 Preference Point System for bids with a Rand value of more than R2,000-00 but not exceeding R50,000,000-00 (all applicable taxes included);

10.1 STAGE 1 – COMPLIANCE EVALUATION

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 9**. Bidders must ensure that they complete and sign returnable documents.

10.1 STAGE 1 – MANDATORY CRITERIA

In their responses, bidders must state whether (or not) they comply with the requirement below and provide a comment substantiating their claim or provide a cross reference where in their quotation/proposal they address this requirement.

If a Bidder does not comply with any requirement in the table below, they **will be disqualified** and will not be considered for further evaluation

Mandatory Criterion	Comply	Do not Comply
Mandatory site visit.		

10.2 STAGE 2- FUNCTIONAL/TECHNICAL EVALUATION

A technical evaluation will be conducted to determine the preferred supplier.

Weighted Functional Criteria

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	Functional Criteria	Max Points
	<p>References</p> <p>Bidders must submit a list of contactable reference letters for services similar in nature and scope to the required services as described in the Scope of Works. Alternatively, you can fully complete Annexure A.</p> <ul style="list-style-type: none"> • 4 or more references submitted (20 points) • 3 references submitted (15 points) • 2 references submitted (10 points) • 1 reference submitted (5 points) • 0 references submitted <p>Please note that PPECB reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients listed on the schedule are contactable</p>	20
	<p>Company Experience</p> <p>Bidder to indicate years of experience providing general maintenance.</p> <ul style="list-style-type: none"> • More than 3 years = 20 points • 2 to 3 years = 10 points • 0 to 1 year = 0 points 	20
Total		40

The minimum functional threshold is **[25]** Points. Bidders who score less than this threshold will be disqualified and not considered for any further evaluation.

10.3 STAGE 3 – PRICE AND SPECIFIC GOALS

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

- 10.1.1 **Price and Specific Goals** - Where the price of the lowest acceptable bidder is R 2,000 or greater, the bid will be evaluated using the 80/20 preference point system as per the current Preferential Procurement Regulations;
- 10.1.2 **Price** - Where the price of the lowest acceptable bidder is less than R 2,000, the bid will be evaluated using price as the key determinant.

10.4 POINTS AWARDED FOR SPECIFIC GOALS

10.4.1 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:

10.4.2 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 the 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.)

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or	Total Points: 20 EME = 20 QSE = 20 Enterprises with turnover above R50m = 5	

	Annual Financial Statements		
	Total Specific Goals	20	

11. STAGE 4 - OBJECTIVE CRITERIA

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- I. The risk of fruitless and wasteful expenditure to the PPECB;
- II. The risk of an abnormally low bid;
- III. The risk of a material irregularity;
- IV. The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- V. The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

12. SPECIFICATION APPROVAL

Specification Expert: Riva Jacobs



Date:....13/05/2026

Executive:



.....

Date:14/05/2026.....

13. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: RFQ-PPECB/ GRABOUW-MAIN /04-26 THE PROVISION OF GENERAL MAINTENANCE SERVICES FOR THE GRABOUW OFFICE

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations, and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

The bidder herewith consents to the processing of it's Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the evaluation, adjudication, and appointment of a successful bidder. Where applicable, the bidder warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for this bid. The bidder consents that the PPECB may verify personal information, where necessary, with the National Treasury CSD website and any other regulatory/ industry or any accredited/certification bodies. Should the bidder wish to withdraw its consent as discussed above at any time, it must do so in writing and address such notification to the Procurement Manager of the PPECB. The personal information collected for the purpose of this bid will be retained for a period of three years after the bid has been awarded. The bidder further consents to retention of its information including personal information pursuant to this Agreement and agrees that such information may be stored on a private/public cloud hosted in Western Europe/European Union for the relevant retention periods as may be provided for in the PPECB's retention policy.

I confirm that I have read and accepts each page of this RFQ.
I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) Signature
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WITNESSES:
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