



Invitation to Bid /Request for Quotations

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. All quotations must be submitted on E-Tender Portal with complete SBD 4.

Delivery is expected on the 07 August 2026
Physical Address: No 12 Eastbourne Road
Morningside
Durban
4001

Detailed description of the service required	Weight :	Quantity :
Cleaning Material		
Auto washing powder, equivalent to SKIP	5kg	5
Hand washing powder, equivalent to OMO	5kg	5
Powder stain remover, equivalent to VANISH	2kg	3
Liquid stain remover, equivalent to VANISH	2L	3
Multipurpose stain removal bleach cleaner, equivalent to OMO	750ml	15
Thin bleach, stain removal liquid, equivalent to JIK	750 ml	15
Thick bleach stain removal liquid, equivalent DOMESTOS	750ml	15
Original dishwashing liquid, equivalent to SUNLIGHT	750ml	15
Multipurpose cleaning cream, equivalent to HANDY ANDY	750ml	15
Toilet cleaner white and shine original, equivalent to HARPIC	750ml	15
Pine gel original general purpose cleaner and urinal odour remover	5kg	2
Fabric softener, equivalent to STA- SOFT	2L	5
Metal polish (equivalent to Brasso)	200ml	5
Kitchen scourers (equivalent to Scotch Brite sponge)	pkt of 4	5
Heavy duty wire pot scourer (equivalent to Scotch Brite)	pkt of 20	1
Heavy duty refuse bags black	pkt of 20	10
Office garbage bags with handles assorted, 43x 44cm	18lts (a pack of 30)	3
Furniture polish, potpourri and lemon, equivalent to Mr Min	400ml	15
Silver Cream polish (equivalent to Wright's Silver C.)	125g	5
Shoe polish black (equivalent to Kiwi)	200ml	2
Shoe polish brown (equivalent to Kiwi)	200ml	2

Toilet paper 2ply (equivalent to Baby Soft)	pack of 24	5
Facial Tissues 2ply white (equivalent to Twinsaver)	250X190MM	5
Facial Tissues 2ply assorted (equivalent to Twinsaver)	250X190MM	5
Kitchen roller towels, white, equivalent to TWINSAVER	20L x 20W centimeters	2

Disposable white hand gloves (equivalent to latex powder free gloves)	A box of 100 Medium	5
Disposable blue hand gloves (equivalent to latex powder free gloves)	A box of 100 Medium	5
Insect's killer Multipurpose odourless (equivalent to Doom)	300ml	6
Air freshener, Aerosol, Ocean Mist, equivalent to Airoma,	300ml	15
Luxury hand wash and lotion caddy in a pump bottle, lavender, equivalent to Longmarket	300ml	15
Lint remover (equivalent to Addis lint remover 40 easy peel spiral sheets)	per roll	3
Fluff shaver, large, equivalent to MILEX		1
Jeyes fluid	300 ml	3
Multi-insect powder, equivalent to Blue Death	500g	2
Bar soap, white equivalent to NIVEA	Pack of 4 by 90g	6
Bathroom cleaner, assorted fragrances, equivalent to Mr Muscle	750ml	15
Shower cleaner, assorted fragrances, equivalent to Mr Muscle	750ml	15
Kitchen cleaner, assorted fragrances, equivalent to Mr Muscle	750ml	15
Heavy duty oven cleaner, equivalent to Mr Sheen	300ml	6
Dry carpet & upholstery cleaner 500g stain remover carpet freshener safe on all fabrics anti-bacterial and suitable for use on wool carpet	500g	4
Laundry green soap bar	500g	14
Luxury Woman's Shower gel, assorted fragrances equivalent to LUX	500ml	4
Luxury Man's Shower gel, assorted fragrances equivalent to NIVEA	500ml	4
Luxury bath foam, assorted fragrances equivalent to SATISKIN	1L	5
Micro-fibre cleaning cloths assorted colours	Pack of 6	5
Yellow Duster Cloth	Pack of 10	5
Glass drying clothes super absorbent (equivalent to Addis)	Pack of 6	5
Mutton cloths	per roll	5
Dish washing cloths, to dry dishes with, waffle weave design, 45 cm x 70 cm, 70%	pack of 10	5
Dish cloth super absorbent (equivalent to Terry cloths)	pack of 5	5
Dish washing swabs small, 35 x 35 cm, 100% cotton	300 ml	5
Fabric wipes (disposable cloth), for cleaning of surfaces, made from viscose and polyester fabric, 50 cloths per roll, assorted colours (blue, green, pink) cloth size 300 ml wide by 500 ml long, 50 cloths per roll	roll of 50 cloths per roll	2
Heavy duty floor mop with a wooden handle		10
Household brooms with a wooden handle		10
Feather Dust (equivalent to Premium Ostrich with long wooden handle)		2

Feather Dust (equivalent to Premium Ostrich with short wooden handle)		2
Window Squeegee with Telescopic Handle 25cm		6
Coral Fleece Micro fibre flat mop		2
Cotton wool balls	500g	1
Cotton wool pads	pack of 80 rounds	1
Fine cotton earbuds	100 buds per pack	1
Manicure set in a pouch	1 pack	1
Sewing kit set for adults	1 pack	1
Plastic Shoe Brush Wet Plastic Handle Plastic Brush (Black)		1
Plastic Shoe Brush Wet Plastic Handle Plastic Brush (Cream)		1
Closet and drawer sachets, assorted fragrances	10 pack	2
Clear Plastic handle Nail brush		6
Bucket 15L with lid, equivalent to ADDIS, Length 320mm, Width: 320mm, Height, 87mm		6
Bucket Rectangular, equivalent to ADDIS, Length: 403mm, Width: 296mm, Height: 430mm		4
10L Bulk Dry Food Storer with hinged lid, equivalent to ADDIS, Length: 238mm, Width: 223mm, Height: 272mm		3
7L Storage Canister, equivalent to ADDIS, Length: 225mm, Width: 225mm, Height: 240mm		4
4 Side Lock 2.1L Rectangle Dry Food Storer, equivalent to ADDIS, Length: 134mm, Width: 102mm, Height: 29mm		6
Cleaning supplies storage caddy portable basket with handle		4
Clothes pegs, multicolour, equivalent to KEPLIN		2

Delivery date: 07/08/2026

Evaluation Criteria

- The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.
- **Phase 1:** Adherence to the specifications / Functionality: Evaluation in terms of all items required as per specification is quoted by the bidder.
 - **Only bidders who quoted all items required as per specification will be considered for phase 2.**
 - Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure to do that may

result in the bidder being disqualified.

- **Phase 2: Disqualification in Administration Requirements**

- **Only bidders who submitted quotes according to the below will be considered for phase 3:**

- ✚ Quotes must be submitted on or before the stipulated closing dates.
- ✚ Supplier must be registered on Central Supplier Database (CSD).
- ✚ Bid/quotations submitted **after** closing date will not be considered.

- **Phase 3: Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.**

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTs FOR PRICE AND SPECIFIC GOALS	100

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).

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)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

Validity Period

- The validity period of the Quotation is 90 days from the closing date.
- The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that

non-response from the bidder will be regarded as consent to the extension of the validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company who submitting quotes have other related companies as registered on CSD, they should disclose on 2.3.
- Tax matters must be compliant with CSD before final award, if not you will be notified to correct within seven (07) working days failure to do that will result in disqualification.
- Banking details must be verified if not you will be notified to correct within seven (07) working days failure to do that may result in disqualification.
- All items must be priced by bidders. If the bidder fails to assign a price to specific items, it will be considered that those items are offered at no cost (for free).