



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ Number: IDT-HO-FACILITY AND ADMIN UNIT-JUNE2025

Description: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENES SERVICES TO THE INDEPENDENT DEVELOPMENT TRUST AT HEAD OFFICE FOR A PERIOD OF 24 MONTHS

Compulsory Site Visit: 20 June 2025 @09H30

Closing Date and Time: 27 June 2025 @12H00

Submission of Quotations: Bid response documents may be deposited In the Bid Box situated at (Street Address)

Independent Development Trust (IDT – Head Office)

Glenwood Office Park

Cnr Oberon and Sprite Street,

Faerie Glen, Pretoria East, 0043

on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SBD 6.1

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals

MANDATORY COMPLIANCE

Please note that all bidders must comply with the following mandatory requirements- Failure to submit any of the documents listed below will render your bid non-responsive and will be disqualified.

- a) Occupational Health and Safety (OHS) Plan or Policy Document of the bidding company on company letter head.
- b) Three (3) Reference Letters (the letter must be on the Client's Letter Head and should contain the following details:
 - c) Client's Company Name, Date
 - d) Name and position of person who may be contacted and telephone number
 - e) Safety Data Sheet (SDS)
- f) Sanitary waste removal management (Attached certificate as proof) (Bidders are required to submit a Sanitary Waste Removal Management Certificate issued to the Bidding Company by the relevant Department/Body, not an individual/employee of the Bidding Company)
- g) Compensation for Occupational Injuries and Diseases Act (Valid letter of good standing) - COIDA/FAM/RAM
- h) Valid NCCA/BEECA Certificate or any other regulatory body of South Africa
- i) All Bidders are advised to sign the Quotation Register that will be placed at the IDT Reception area.

Detailed Specifications/ Terms of Reference for this RFQ

The IDT wishes to acquire a service provider to render Hygiene Services for the Independent Development Trust for a period of 24 months 01 September 2025 to 31 August 2027.

Description	<p>Request for quotation (RFQ) for the appointment of a service provider to render:</p> <ol style="list-style-type: none">1. Deep cleaning services in the restroom2. Installation, replacement, repair and maintenance of sanitary and hygiene equipment in the restrooms, and3. Pest control services and fumigation inside and outside the building for the Independent Development Trust (IDT) at corner Oberon and sprite street, faerie glen, Pretoria east 0041 for a period of 24 months 01 September 2025 to 31 August 2027
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1. BACKGROUND:

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; "The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life".

The IDT is required to continually ensure compliance with the Occupational Health and Safety as per the Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the employer is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

2. PURPOSE:

The IDT is therefore embarking on a project to partner with a service provider to render:

Deep Cleaning Services in the Restroom (including ventilation grills) and patios, Installation, Replacement, Repair and Maintenance of Sanitary and Hygiene Equipment.

Pest control services and fumigating of the building interior & exterior at the IDT building situated at:

- IDT has 208 employees
- For period of 24 months.

Table 4.1: Building Structure

Square meter of the building is 6000 m² with a staff complement of 208

Number of floors	2
Number of basement	1
Number of toilets(female)	9
Number of toilets (male)	6
Number of Urinals	9
Number of offices	94
Number of boardrooms	6
Number of kitchens	5
Number of Pause area	3

Table 4.2: Quantities to be required to install, replace, repair and maintain Sanitary and Hygiene Equipment (white plastic)

Service Description	Number of units	Frequency
Air Freshener	9	Once a month
Auto Sanitizer Dispenser	24	Once a month
Urinal Auto flush units	9	Once a month
Femme Sanitary bins (bins with pedals)	9	Twice a month
Foam Soap Dispensers	13	Once a month
System Paper Dispenser	7	Once a month
Paper bins(mounted)	7	Once a month
Seat Spray Dispenser	15	Once a month
Toilet Roll Holder (lockable)	15	Once a month
Rodent bait station (Basement)	10	Once a month

Table 4.3: Scope of work for Deep Cleaning Services in the restrooms including the Pause area

Service Providers must base their quotes on all the items and frequencies of the deep cleaning services required for the duration of the contract period as listed in the table below

Service Description	Number of units	Frequency of Service	Proposed Pricing per unit
Deep Cleaning of toilets	9 Female Toilets and 6 male toilets,	Once a month	
Deep Cleaning of hand basins	9	Once a month	
Deep Cleaning of Urinals systems	9 Urinals	Once a month	
Deep cleaning of floors in the restrooms	N/A	Once a month	
Deep cleaning of walls in the restrooms	N/A	Once a month	
Deep cleaning Pause / Smoke area	1 Pause area / Smoke area	Once a month	
Deep cleaning of outside Patios	2 east and west side of the building	Once a quarter	
Fumigate	6000 m2	As and when needed(quarterly)	
Price (Amount)			
Vat			
Total			

Table 4.4: Scope of work for the Installation, replacement, repair and maintenance of Sanitary and Hygiene Equipment

Service Description	Number of units	Proposed installation/ replacement costs	Proposed repair costs per unit	Proposed maintenance costs per unit
Air Freshener	7			
Auto Sanitizer Dispenser	24			
Urinal Auto flush units	9			
Femme Sanitary bins	9			
Foam Soap Dispensers	13			
System Paper Dispenser	7			
Paper bins	7			
Seat Spray Dispenser	15			
Toilet Roll Holder	15			
			Price(Amount)	
			Vat	
			Total	

Bidding Price for all required services (*price to include Vat amount)

1. Deep cleaning services in the restroom
2. Installation, replacement, repair and maintenance of sanitary and hygiene equipment in the restrooms, and
3. Pest control services and fumigation inside and outside the building

Sub Total : R_____

Vat : R_____

Total Price Value (Vat Incl.) : R_____

- The Bidder must also submit the separate Quotation on the company Letter Head.

NB:

- The service provider must install all automatic air fresher units, soap dispensers, paper towel dispenser with costs included on the monthly payments
- All dispenser batteries must be of high quality and durability should be inspected regularly and replaced accordingly
- Upon termination of the contract, the service provider must remove such equipment from the premises without any damages to the property. The service provider will be held liable for any damages and payment maybe help

3. SCOPE OF WORK FOR PEST CONTROL ROUTINE SERVICES:

The IDT seeks to appoint a qualified Pest Control service provider to implement a comprehensive, professional, and fully compliant pest management program for both the interior and exterior of its buildings and related assets. The successful Pest Control services provider will be expected to render Pest Control best practice functions, management of operation and ensure compliance of IDT operations to governing legislation in order to ensure that buildings are kept occupationally healthy and safe. Service Provider will provide all necessary equipment, chemicals, and materials necessary to provide all required services. Services provided include but are not limited to: Rodent control, crawling insect control, flying insect control, migratory pest control, bird control, and mite control.

Payment Terms

The IDT undertakes to pay an original and valid tax invoices in full within thirty (30) days from date of invoice;

- a All supporting documents for services rendered should be submitted together with the tax invoices by the first (1st) of every month;
- b All tax invoices must include the IDT Vat number and
- c Valid tax invoices for all services rendered are to be submitted to Ms Mahali Moloi at Email address: mahalim@idt.org.za

NB! Service providers must quote the IDT a total price inclusive of VAT for Plastic equipment also on company letter head for the service that will be rendered, and the quoted price must be valid for thirty (60) days after the closing date of this Request for Quotation.

All queries related to this RFQ must be submitted in writing to: hygiene@idt.org.za

NB: No query shall be allowed 24 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

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 interest 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 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 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 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

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

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

- a) **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	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

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)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
 *Woman (Originally Certified ID Document)
 *Youth (Originally Certified ID Document)
 *People with Disability (Letter from the Dr. Confirming the Disability)
 *Black Ownership (Originally Certified ID Document)

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:

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