



**SOUTH AFRICAN LIBRARY FOR THE BLIND**  
**REQUEST FOR QUOTATION (RFQ)**

**RFQ REFERENCE NUMBER: SALB30/09/2026 A**

**DATE ISSUED: 02 October 2026**

**CLOSING DATE AND TIME: 23 October 2026 @17:00**

**CONTACT PERSON: Simcelele Martin**

**CONTACT EMAIL/PHONE: supplychain@salb.org.za**

**RE: FORMAL REQUEST FOR QUOTATION FOR SALB BUILDING CLEANING SERVICES**

**1. INTRODUCTION AND NEED STATEMENT**

On behalf of the SA Library for the Blind (SALB), I hereby request you or your company representative to provide a quotation for goods/services as stipulated below.

Your quotation/proposal will be assessed as per the internal guidelines regarding procurement at the SALB and we appreciate your formal response to the request as soon as possible and within the required timeframe as stipulated further in this document.

**2. DETAILED SPECIFICATION: DETAILS OF GOODS OR SERVICES REQUIRED**

| <b>Required goods/services description</b>                                                                                                                                                                                                           | <b>Quantity of units or number of months</b> | <b>Special conditions / notes</b>                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cleaning services for the SALB Building, includes 2 floors, 53 Offices, 6 kitchens, 12 restrooms, 3 rooms within our gallery and 7 stores.<br><br>The SALB office is 1521m <sup>2</sup> .<br><br>(Non-compulsory site visit is allowed where needed) | <b>24 months</b>                             | <ul style="list-style-type: none"><li>• We require 4 cleaners, for 4 hours per day, working 3 days a week (Monday, Wednesday and Friday, to complete the tasks outlined below.</li></ul> |

| Required goods/services description                                                                                                                                                                                                                                                                                                                                                | Quantity of units or number of months | Special conditions / notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>COST / QUOTATION REQUIREMENTS</b></p> <p>All the cleaning costs include:</p> <ul style="list-style-type: none"> <li>• Staff labour costs. Must be compliant with minimum wage requirements.</li> <li>• Provide own equipment such as vacuum cleaners and other.</li> <li>• Supply of vacuum bags, cleaning chemicals and black bin bags used during the cleaning.</li> </ul> |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Kitchens                                                                                                                                                                                                                                                                                                                                                                           |                                       | <p><b>Daily</b></p> <ul style="list-style-type: none"> <li>• Clean and sanitize countertops, backsplashes, and sink.</li> <li>• Empty and clean the inside of trash cans.</li> <li>• Sweep and mop the floors.</li> <li>• Ensure adequate stock of dishwashing liquid, swabs, rags, cloths, etc.</li> </ul> <p><b>Weekly</b></p> <ul style="list-style-type: none"> <li>• Wipe down kitchen appliances (microwave, refrigerator, kettle, etc.).</li> <li>• Clean exterior of cabinets and drawers.</li> <li>• Clean interior and exterior of microwaves and refrigerators.</li> </ul> |
| Restrooms                                                                                                                                                                                                                                                                                                                                                                          |                                       | <p><b>Daily</b></p> <ul style="list-style-type: none"> <li>• Clean and disinfect sinks, countertops, and faucets.</li> <li>• Clean and disinfect toilet bowls, seats, and bases.</li> <li>• Empty and clean the inside of bathroom trash cans.</li> <li>• Sweep and mop the floors.</li> <li>• Ensure adequate stock of toilet paper, hand soap, paper towels, etc.</li> </ul> <p><b>Weekly</b></p> <ul style="list-style-type: none"> <li>• Clean and polish mirrors.</li> <li>• Clean and sanitize showers.</li> </ul>                                                              |

| Required goods/services description | Quantity of units or number of months | Special conditions / notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Offices                             |                                       | <b>Daily</b> <ul style="list-style-type: none"> <li>• Dust and wipe down furniture, including desks, tables, chairs, and cabinets.</li> <li>• Clean mirrors and glass surfaces.</li> <li>• Vacuum or sweep the floors.</li> <li>• Empty and clean the inside of office trash cans.</li> <li>• Clean door handles and doors at touch points.</li> </ul> <b>Weekly</b> <ul style="list-style-type: none"> <li>• Remove cobwebs from corners and ceilings.</li> </ul>                                                                                                             |
| Passages and Reception Areas        |                                       | <ul style="list-style-type: none"> <li>• Dust and wipe down all reachable surfaces, including tables, shelves, electronics, etc.</li> <li>• Vacuum carpets, sweep, and mop hard floors.</li> </ul> <b>Weekly</b> <ul style="list-style-type: none"> <li>• Clean mirrors, pictures and picture frames, notices, glass surfaces, etc.</li> <li>• Remove cobwebs from corners and ceilings.</li> </ul> <b>Monthly</b> <ul style="list-style-type: none"> <li>• Vacuum upholstered furniture or wipe down leather furniture.</li> <li>• Dust and wipe down bookshelves.</li> </ul> |
| Studios and Narrators Prep Room     |                                       | <ul style="list-style-type: none"> <li>• Dust and wipe down furniture, including desks and cabinets.</li> <li>• Vacuum the floors.</li> <li>• Dust and wipe down external studio panels, doors, and doorknobs.</li> <li>• Empty and clean the inside of studio trash cans.</li> <li>• Preferably completed before 8 AM.</li> </ul> <b>Weekly</b> <ul style="list-style-type: none"> <li>• Clean mirrors and glass surfaces.</li> </ul>                                                                                                                                         |
| Audio and Braille                   |                                       | <b>Daily</b> <ul style="list-style-type: none"> <li>• Dust and wipe down external [equipment name in source is unclear] panels and doorknobs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Required goods/services description | Quantity of units or number of months | Special conditions / notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Cleaning                    |                                       | <b>Daily</b> <ul style="list-style-type: none"> <li>Wipe down doorknobs and light switches.</li> <li>Clean and disinfected frequently touched surfaces (e.g., handrails, remote controls, door frames, and touch points).</li> <li>Spot clean walls for any visible stains or marks.</li> <li>Vacuum or sweep and mop common areas, hallways, and entryways.</li> </ul> <b>Weekly</b> <ul style="list-style-type: none"> <li>Dust and wipe down vents.</li> <li>Clean reachable windows and windowsills.</li> <li>Clean light fixtures.</li> <li>Clean patio or balcony area, and external surrounding areas of the building.</li> </ul> <b>Monthly</b> <ul style="list-style-type: none"> <li>Clean reachable windows and windowsills.</li> </ul> |
| EXTRAS (AS NEEDED)                  |                                       | <ul style="list-style-type: none"> <li>Deep cleaning of carpets and/or rugs.</li> <li>Upholstery cleaning.</li> <li>Window cleaning (inside and outside).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SAFETY AND MAINTENANCE              |                                       | <ul style="list-style-type: none"> <li>Ensure safe working practices, especially considering blind and visually impaired staff and members/users.</li> <li>Report any identified structural, electrical, or other noticeable defects or health risks within the SALB to the Technical Officer or Health and Safety Representatives immediately.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |

### 3. MANDATORY REQUIREMENTS

The following documents **must be submitted** with your quotation:

- Original or Certified Copy of Company Registration Documents (CIPC)
- Valid Tax Clearance Certificate / PIN issued by SARS
- B-BBEE Status Level Certificate or Sworn Affidavit (for preference points)
- Completed and Signed SBD Forms (SBD 1, 4, 6.1, 8, 9)
- Proof of Registration on the Central Supplier Database (CSD). All service providers are to be registered on Central Supplier Database (CSD).
- Copies of ID Document of the company Director(s), must be certified with a certification that is not older than 3 months.
- Company registration certificate.
- Company Profile with traceable references.
- Proof of residence and CSD report.
- COIDA certificate / Letter of good standing from the department of labour. (to be provided every year).

NOTE: The entity does not do upfront payments or deposits for contracts of this nature.

Quotations not accompanied by the above documentation may be disqualified.

#### 4. FUNCTIONALITY AND EVALUATION CRITERIA

| CRITERIA                                                                                                                    | POINTS ALLOCATION                                                                                                                                                                                                                                                                                                                                                                 | WEIGHT     |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Provide references letters of previous cleaning services rendered. Letters must have client letterhead and a company stamp. | For the company:<br>1 Reference letters = 5<br>2 Reference letters = 10<br>3 Reference letters = 15<br>4 or more reference letters = 20                                                                                                                                                                                                                                           | 20         |
| Company experiences in offering similar services                                                                            | 1 to 2 years' experience = 5<br>3 and more years of experience = 10                                                                                                                                                                                                                                                                                                               | 10         |
| Provide financial statements of the bidder or proof of financial sustainability:                                            | <ul style="list-style-type: none"> <li>Audited or independently reviewed financial statements = 20</li> <li>Financial statement positive net asset and positive cashflow position = 15</li> <li>Cashflow forecast indicating positive outlook over the contract term (current year actual and projection over the next 3 years) = 10</li> <li>If none of the above = 0</li> </ul> | 20         |
| Health and Safety, OHS plan and safety procedures                                                                           | <p>OHS Plan provided is:</p> <ul style="list-style-type: none"> <li>Comprehensive and clearly shows the PPE and safety procedures = 10</li> <li>Takes into accounts reasonable accommodation of an environment with people with disability = 10</li> </ul> <p>OHS Plan provided at basic level = 5</p> <p>OHS plan not provided = 0</p>                                           | 20         |
| Provide the cleaning plan or schedule                                                                                       | <p>Proposal includes:</p> <ul style="list-style-type: none"> <li>The cleaning schedule = 5</li> <li>The staffing capacity plan = 5</li> <li>Team leader or supervisor to ensure the quality and appropriate service delivery = 5</li> <li>Leave replacement / emergency provision = 5</li> </ul> <p>Points above are cumulative</p>                                               | 20         |
| Team Experience                                                                                                             | <p>Team leader or supervisor experience in similar services:</p> <ul style="list-style-type: none"> <li>1 to 2 years of experience = 5</li> <li>3 to 5 years of experience = 10</li> </ul> <p>Provide CVs as proof.</p>                                                                                                                                                           | 10         |
| <b>Total</b>                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                   | <b>100</b> |

**Must score at least 70 to move on the price evaluation.**

## 5. PRICING SCHEDULE – Non-compulsory but serve as a guide.

| Line Item                                             | Quantity | Total |
|-------------------------------------------------------|----------|-------|
| Staffing cost per person (at least minimum wage)      |          |       |
| Material / Equipment maintenance / Cleaning Chemicals |          |       |
| PPE cost                                              |          |       |
| Delivery cost                                         |          |       |
| Retainer service charge or other                      |          |       |
| Annual deep cleaning                                  |          |       |
| <b>Total</b>                                          |          |       |

## 6. PROCUREMENT THRESHOLDS AND SPECIFIC REQUIREMENTS

| Threshold                                                                                                                                  | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 <b>petty cash up to a transaction value of R2 000</b> (inclusive of all applicable taxes):                                             | <ul style="list-style-type: none"> <li>• SALB may procure goods and services by means of petty cash up to the value of R2 000 (inclusive of all applicable taxes) without inviting price quotations or following a bidding process.</li> <li>• The above must be done in accordance with petty cash procedures of the SALB.</li> <li>• For petty cash purchases only one written quotation is required.</li> </ul>                                                                                                                                                                                                                                                                                                      |
| 1.2 <b>Written price quotations above the transaction value of R2 000 but not exceeding R1 000 000</b> (inclusive of all applicable taxes) | <ul style="list-style-type: none"> <li>• At least three (3) written price quotations must be obtained from three (3) different suppliers registered on the CSD.</li> <li>• Quotations between the value of R2 000 and R1 000 000 will be subject to 80/20 price/preference points evaluation.</li> <li>• A minimum number of days for the invitation of price quotations is: <ul style="list-style-type: none"> <li>➢ 3 days for up to R30 000,</li> <li>➢ 7 days for up to R30 001- R500 000</li> <li>➢ and 14 days for up to R500 001- R1 000 000</li> </ul> </li> <li>• Procurement between R30 000 and R1 000 000 is subject to evaluation and approval by the Supply Chain Management Committee (SCMC).</li> </ul> |
| 1.3 <b>Above the transaction value of R1 000 000</b> (inclusive of all applicable taxes):                                                  | <ul style="list-style-type: none"> <li>• Invite open competitive bids for all procurement above R 1 000 000 (inclusive of all applicable taxes).</li> <li>• Competitive bids must be advertised in at least the eTender Portal.</li> <li>• SALB shall also advertise competitive bids on their SALB's website and in any other appropriate media</li> <li>• SALB shall publish the awards of bids in the eTender Publication Portal and SALB Website</li> <li>• Competitive bids must be advertised for at least 21 days.</li> <li>• Subject to evaluation by the committee system.</li> </ul>                                                                                                                          |

## 7. EVALUATION CRITERIA

- **Price = 80%**
- **Specific Goals = 20%**  
(For purchases between R30,000 and R500,000)

Additional Functionality Criteria (if applicable):

- ☐ Compliance to Specifications
- ☐ Delivery Lead Time
- ☐ Experience and References

## 8. SPECIFIC GOALS

- Preferential Procurement in SALB will be implemented in line with the 80/20 and 90/10 framework of the PPPFA. In the absence of any regulation to the contrary, the following thresholds shall apply:
  - a. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2 000 and up to R50 million;
  - b. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million.
- SALB will establish a preferential procurement scoring system, including specific goals referred to in the PPPFA, that may be utilised independently or to augment any preferential regulations that may be promulgated from time to time.
- SALB shall utilise the following criteria, The lowest price will score a maximum of 80 or points and the PPR points will be awarded as follows:

| Specific goal                      | Level of ownership level                      | 90/10     | 80/20 Preference Points | Reference to supporting document |
|------------------------------------|-----------------------------------------------|-----------|-------------------------|----------------------------------|
| Persons historically disadvantaged | 51% plus ownership of by women                | 2         | 4                       | A                                |
|                                    | 51% youth ownership                           | 2         | 4                       | A                                |
|                                    | 51% owned by persons living with disabilities | 2         | 4                       | B                                |
|                                    | 51% Black owned                               | 2         | 4                       | A                                |
|                                    | Bidders located in the Eastern Cape           | 2         | 4                       | C                                |
|                                    | <b>TOTAL</b>                                  | <b>10</b> | <b>20</b>               |                                  |

Examples of supporting evidence to claim the point:

### A : 51% Youth and Women Ownership proof:

- Shareholders' Agreement or Company Registration Documents (e.g., CIPC CK/CM documents) clearly showing women hold 51% or more of the equity and showing youth (aged 18–35) own 51% or more.
- Certified ID copies of the women shareholders and Youth shareholders.
- B-BBEE Affidavit or Certificate confirming level and percentage of black women ownership.
- Share certificates or proof of shareholding.

**B: 51% Owned by Persons Living with Disabilities**

- Company ownership documents showing 51% or more ownership by disabled persons.
- Certified ID copies of the owners.
- Medical confirmation or disability certificate from a registered medical professional confirming the disability status.
- B-BBEE Affidavit or Verification Certificate confirming ownership by persons with disabilities, if applicable.
- Declaration/affidavit from the owners confirming their disability status and participation in the business.

**C: Location in Eastern Cape**

- Lease agreement / Municipal account

**9. Deviations from the above**

There may be valid reasons or mitigating circumstances to deviate from the above-mentioned guidelines, for example:

- Where goods/services are only available from suppliers/service providers abroad; or
- Where a South African supplier/service provider is the only supplier/service provider (sole supplier) of such goods or services in South Africa; or
- There are additional relevant services/benefits linked to the offer made by other service providers, such as delivery of the goods/services directly to site, which would have incurred more costs for the SALB if such service was not included in the quotation.
- Other valid and reasonable considerations.

**10. Other factors may also impact negatively on a prospective bidder's success in securing the order/tender.**

Some examples are:

- The bidder being listed in the register for tender defaulters and/or the list of restricted suppliers at National Treasury.
- The potential supplier/service provider having rendered inferior or unacceptable service/goods to the SALB which could not be amicably resolved.
- The price attached to the quotation for goods/services to be received does not seem reasonable in terms of industry norms and standards.
- There being strong suspicions of, or reports/complaints of collusion, fraud, corruption, etc. on the part of the prospective supplier/service provider, or between such potential supplier/service provider (or any of his/her employees) and one or more employees at the SALB.
- One of the owners/Directors/key management personnel on the side of the bidder being a close family member of one of the management staff at the SALB.

## 11. GENERAL CONDITIONS

- The lowest or any quotation will not necessarily be accepted.
- Quotations must be valid for at least **30 days** from the closing date.
- All prices must be **inclusive of VAT** and **quoted in South African Rand (ZAR)**.
- Delivery must be within the stipulated timeframe and to the specified location.
- The successful bidder may be required to enter into a Service Level Agreement (SLA).

## 12. SALB contact or enquiries

For any queries kindly contact the office at 046 6227226

## 13. Approval

Compiler signature and date:



Approved (line manager) name, signature and date:



