



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA



PROVISION OF CLEANING SERVICES AND PLANT MAINTENANCE FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353-356 DR PIXLEY KASEME STREET, DURBAN, FOR A PERIOD OF 36 MONTHS

BID NUMBER ZNB155/2026/27HSE
CLOSING DATE 09 JULY 2026
TIME 11:00
BID BOX NO. 01 (SITUATED AT THE 12TH FLOOR, KZN DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 356 DR PIXLEY KASEME STREET, DURBAN, 4001)

COMPULSORY BRIEFING SESSION: **DATE:** 23 JUNE 2026
TIME: 11:00 AM
KZN DEPARTMENT OF HUMAN SETTLEMENTS
EAGLE BUILDING
353 – 356 DR PIXLEY KASEME STREET
7TH FLOOR BALCONY/SMOKING AREA
4001

BID DOCUMENT CAN BE DOWNLOADED FROM www.kzndhs.gov.za/tenders/advertisements or www.etenders.gov.za

BIDDERS TO NOTE THE FOLLOWING:

- 1. NO BID DOCUMENT WILL BE ISSUED BY THE DEPARTMENT OR DURING THE BRIEFING SESSION.**
- 2. NO BRIEFING SESSION PAGE (SECTION D) WILL BE ISSUED BY THE DEPARTMENT AT THE BRIEFING**

BID ENQUIRIES: **MR. S. MKHIZE 031 336 5241 / MR. S. BIYASE 031 336 5165/**
MR. V. MKHWANAZI 031 336 5420
Sizwe.mkhize@kzndhs.gov.za /
Siphesihle.biyase@kzndhs.gov.za /
victor.mkhwanazi@kzndhs.gov.za

Stage 2 – Eligibility Criteria

A COMPREHENSIVE COMPANY PROFILE / PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER EVALUATION CRITERIA. THE PROFILE / PROPOSAL MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. IN CASES WHERE THERE ARE TEAMS, DETAILED CURRICULAM VITAE OF ALL KEY PERSONNEL IS REQUIRED. DOCUMENTARY PROOF OF COMPLETED PROJECTS MUST BE ATTACHED. A MINIMUM OF 60% IS REQUIRED IN ORDER TO QUALIFY.

Key aspect of Eligibility	Basis for points allocation	Score	Max Points
Methodology	<ul style="list-style-type: none"> • Provide a detailed plan that covers the proposed scope of work including task descriptions and how such tasks will be performed on a daily basis. (8) <ul style="list-style-type: none"> - Floor maintenance (2) - Equipment and consumable (2) - Provision of labour (2) - Frequency (2) • Provide a suitable timeframe and turnaround time with regards to solving problems which may arise during the execution of contract and provide a contingency plan. (14) <ul style="list-style-type: none"> - Turnaround time and steps to be followed (7) - Contingency plan with timelines (7) • Provide proof e.g. uniform pictures with company logo and other related protective clothing in line with the Occupational Health and Safety Act. (8) <ul style="list-style-type: none"> - Safety boots (2) - Uniform with company logo (2) - Winter uniform (Jersey, jackets) (2) - PPE (gloves) (2) 	Good	20–30
	Provides adequate details with regard to methodology and the above relevant areas of compliance	Fair	10–19
	Does not provide adequate information regarding above	Poor	0 - 9
Relevant Experience	<ul style="list-style-type: none"> • Provide a maximum of 6 references for a value accumulative to R500 000.00 in a letterhead of the entity where similar work has been undertaken in the last 5 years. (Letters must indicate brief description, value of the project, contract period, be signed by authorized personnel and have contact details of the client). - If one of the above listed points is missing on the letter, it (the letter) will be null and void. <p>Each letter -5 points 5 – 6 Reference letters Service provider has extensive cleaning related experience</p>	Good	25-30
	Service provider has moderate cleaning related experience. 3 – 4 Reference letters	Fair	15-20
	Service provider has limited cleaning-related experience. 1 – 2 Reference letters	Poor	10-15
	No reference letters = 0 points		0
	NB: The Department reserved the right to verify the authenticity of the references.		

Resources & Equipment	Organisational Capacity (Human resources and working tools) Provide details of your company structure / organogram which includes key personnel Director, Site Manager, Accounts Clerk/Administrator, cleaning Supervisor, Cleaning staff. (5) Key Personnel CV with duties and proof of training <ul style="list-style-type: none"> • 1 Cleaning Supervisor (3) • 3 Cleaners (6) • Outline training and Skills Development Plan for all employees <ul style="list-style-type: none"> ○ Occupational Health and Safety (7) ○ First Aid (7) ○ Hazardous training (6) ○ Housekeeping (6) 	Good	30-40
	Service provider has limited Resources and equipment to execute the required service	Fair	20-29
	Service provider does not have the required resources and equipment to execute the required service	Poor	0 –19
	NB: Prior to the appointment, the Department reserved a right to verify the resources and equipment		
TOTAL			100

Stage 3 – Preferential Points Evaluation

This bid will be evaluated using the 80/20 preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black Ownership - Attach CIPC Certificate, BBBEE Certificate or EME/QSE Sworn Affidavit	2	
Minimum 51% Woman Ownership - Attach share certificate and identity Document	8	
Minimum 51% Youth Ownership - Attach share certificate and identity Document	6	
Minimum 51% Owned by person living with Disabilities - Attach share certificate and proof of disability from medical practitioner	2	
Enterprise located in a specific municipal area for work to be done or services to be rendered - Attach utility bill or lease agreement or ward councilor letter	2	

TECHNICAL ENQUIRIES TO BE DIRECTED TO:

SILUNGILE MKHIZE / THANDEKA MLABA

031 336 5225 / 031 336 5390

silungile.mkhize@kzndhs.gov.za / thandeka.mlaba2@kzndhs.gov.za