



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

Private Bag X63, Pretoria, 0001, 34 Hamilton Street, Arcadia, 0001, Contact Number: 012 319 2316,

REQUEST FOR QUOTATION

RFQ Number	20250251A
RFQ Description	Cleaning Services Cape Town
Closing Date	08 October 2025
Closing Time	11:00am
Submission Instruction	All Quotations must be submitted to: Procurement@gpaa.gov.za
Quotations validity	60 Days

NOTICE TO ALL SUPPLIERS

1. All quotations received with value of R2 000 to ≤ R1 million will be evaluated on the 80/20 criteria. The 80 points will be for Price and 20 points are for specific goals in line with the SBD 6.1 completed by the bidder.
2. Please complete the following SBDs attached to the RFQ and submit them with the quotation.
 - SBD 1 Invitation to Bid
 - SBD 4 - Bidder's Disclosure
 - SBD 6.1 - the declaration on preference points. Please note that points claimed may be verified as per the contents of the SBD 6.1.
 - BBBEE Certificate (SANAS Accredited, DTI or Sworn Affidavit)
3. For bidders who never transacted with the GPAA, you are required to attach confirmation of banking details/information.
Please take note of the closing date and time reflected in the attached RFQ.

NB: No late submissions will be considered.

Mandatory Requirements

1. Fully Completed Pricing Sheet on the template provided by GPAA (**No other template will be accepted**)

Enquiries: Refer to SBD 1



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SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	20250251A	CLOSING DATE:	08 October 2025	CLOSING TIME:	11:00am
DESCRIPTION	Cleaning Services Cape Town				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Procurement@gpaa.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Pfarelo Netshivhulana		CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Quotations@gpaa.gov.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....



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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: 20250251A
Closing Time 11:00AM	Closing date: 08 October 2025

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- | | | |
|----|--|-----------------------------------|
| 1. | Required by: | GPAA |
| - | At: | |
| 2. | Brand and model | |
| 3. | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| 4. | If not to specification, indicate deviation(s) | |
| 5. | Period required for delivery |
*Delivery: Firm/not firm |
| 6. | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



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SBD 4

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 interest¹ 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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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SBD 4

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

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 consortium² 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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SBD 4

1. 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



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SBD 6.1

SPECIFIC GOALS DECLARATION IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

These specific goals form must form part of all quotations. It contains general information required by legislation and serves as the declaration for the specific goals claimed by the bidder.

NB: IN COMPLETING THIS FORM, BIDDERS MUST BE AWARE OF THE CONDITIONS OF TENDER, GENERAL CONDITIONS OF CONTRACT, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOODS PRACTICE.

1. GENERAL CONDITIONS

1. The following point systems are applicable to all quotations:
 1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
 1. Points for this bid shall be awarded for:
 1. Price; and
 2. Specific goals.
 2. The points for price and the points for specific goals will be added and subject to section 2(1)(f) of the PPPFA, the award will be to the bidder that scores the highest points.
3. **Failure on the part of a bidder to declare or submit proof when requested, will be interpreted to mean that points for specific goals are not claimed.**
4. **GPAA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the GPAA.**

2. DEFINITIONS

1. **"Acceptable quotation"** means a quotation which in all respects complies with the specifications and Conditions of Tender as set out in the tender document.
2. **"Black people"** means Africans, Coloureds and Indians (refer to the B-BBEE Act for more details)
3. **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
4. **"Central Supplier Database"** means the database managed by National Treasury at www.csd.gov.za .
5. **"Disabled person"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being AND is in possession of a proof of disability.
6. **"EME"** means an Exempted Micro Enterprise in terms of the relevant code of good



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practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act; An EME has less than R10m annual revenue.

7. **“Fronting”** means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.
8. **“Locality”** means that the enterprise has either its head office or an operational office located in that location AND they are in possession of proof of locality.
9. **“Ownership”** includes exercisable voting rights in the enterprise; economic interest in the enterprise (including Employee Share Ownership Programmes, Broad-based Ownership Schemes). The definition in the Ownership Element of the B-BBEE Amendment Act of 2013 and the codes of good practice provides more information on ownership.
10. **“Proof of Disability”** means:
 1. A completed SARS “Confirmation of Diagnosis of Disability” form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature;
 2. A medical report and functional assessment report confirming the disability; or
 3. A SASSA disability grant.
11. **“Proof of Locality”** means:
 1. A municipal rates invoice in the name of the company submitting the quotation that has been issued within the last three months;
 2. An affidavit or equivalent from an authorised traditional leaders or local councillor in regions where municipal rates invoices are not available, showing the township name and ERF number or physical address;
 3. A signed lease with a property owner located in that municipality/township (GPAA may request a recent statement from the landlord);
 4. A utilities rates statement (examples, Eskom or Telkom fixed line service) showing the physical address and the company or director name; or
 5. A bank statement showing the company name and address.
12. **“Proof of Ownership”** means:
 1. The % ownership indicated on the Central Supplier Database. The CSD integrates with the systems at Home Affairs (demographic information); Companies and Intellectual Property Commission (CIPC) (for company information such as shareholding); and other databases (such as the banks).
13. **“Proof of B-BBEE status level of contributor”** means:
 1. B-BBEE Status level certificate issued by an authorized body or person (such as a SANAS verification agent);
 2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 3. A CIPC B-BBEE certificate; or



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4. Any other requirement prescribed in terms of the B-BBEE Act.
 2. **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
 3. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act; a QSE has between R10m – R50m annual revenue.
 4. **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.
 5. **“Specific Goals”** means those goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.
 6. **“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
 7. **“Youth”** means persons between the ages of 14 and 35 as defined in the National Youth Commission Act of 1996.

3. PRICE FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

1. POINTS AWARDED FOR PRICE - THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of the quotation or bid under consideration

P_t = Price of the quotation or bid under consideration

P_{min} = Price of lowest acceptable quotation or bid

2. PRICE FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING CONTRACTS

3. POINTS AWARDED FOR PRICE

A maximum of 80

80/20



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Department:
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REPUBLIC OF SOUTH AFRICA

Private Bag X63, Pretoria, 0001, 34 Hamilton Street, Arcadia, 0001, Contact Number: 012 319 2316,

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of the quotation or bid under consideration

P_t = Price of the quotation or bid under consideration

P_{max} = Price of highest acceptable quotation or bid

4. GPAA SPECIFIC GOALS

1. The points awarded for price will be added to the points for Specific Goals.
2. THE GPAA Specific Goals that apply to quotations include:
 1. Ownership (South African Black African, Coloured, Indian/Asian); and
 2. One to two more of the following:
 1. Enterprises based in the locality where the goods and service are needed;
 2. Women-owned enterprises;
 3. Disabled-owned enterprises;
 4. Youth-owned enterprises; or
 5. Small enterprises including EMEs or QSEs.

5. POINTS AWARDED FOR SPECIFIC GOALS FOR THIS QUOTATION

1. The following Specific Goals and points apply to this quotation:

Note: Points out of 20 will proportionally be allocated for the specific goal applicable to this bid.

Specific Goals in terms of PPR2022	Points out of 20 for the 80/20 system (A)	% Ownership (B)	Points Claimed (A x B)
		To be completed by the bidder	To be completed by bidder
Explanatory Example: % Black Ownership (South African Black African, Coloured, Indian/Asian)	10	100%	10 x 100% = 10
% Black Ownership (South African Black Coloured, Indian/Asian)	10		
% Women-owned enterprises	Refer 5.3.2		
% Disabled-owned enterprises			
% Youth-owned enterprises			
Small enterprises including EMEs			
Small enterprises including QSEs			



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Enterprises based in the locality where the goods and service are needed	10	Refer 5.3.1.2	
TOTAL:	20		

N/A = Not Applicable

2. Where reference is made to Locality, the following location and points apply:

	Desired Location (if applicable)	Max Points	Points Claimed
Municipality:	Cape Town Metro		

3. Points claimed calculations:

1. Ownership. The points claimed will be calculated by multiplying the % ownership by the maximum points for that goal. For example a 100% black owned enterprise will score a full 10 points.
1. Note that if GPAA requests proof of ownership, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and GPAA will begin the remedy outlined below
2. Locality. The points claimed for locality will be the maximum points if the bidder declares that they have Proof of Locality at the time of the declaration. If no proof of locality for the location described exists, then zero points must be claimed.
3. Note that if GPAA requests proof of location, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and GPAA will begin the remedy outlined below.
2. Small enterprise. Claim the maximum points allocated if the enterprise is either an EME or QSE with a valid Proof of B-BBEE status level of contributor dated at the time of the declaration.
1. Note that if GPAA requests proof of EME or QSE, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be misrepresentation and GPAA will begin the remedy outlined below.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

1. Name of company/firm.....
2. Company registration number:
3. CSD Number: MAAA.....
4. TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole propriety	<input type="checkbox"/> (Pty) Limited
<input type="checkbox"/> Close corporation	<input type="checkbox"/> Non-Profit Company
<input type="checkbox"/> Public Company	<input type="checkbox"/> State Owned Company
[TICK APPLICABLE BOX]	



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7. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, declare the points claimed and I / we acknowledge that:

1. The information furnished is true and correct;
2. The points claimed are in accordance with the General Conditions as indicated in paragraph 1, 2 and 5 of this declaration;
3. In the event of a contract being awarded as a result of points claimed and any other information at the disposal of the GPAA, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the points claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 1. disqualify the person from the bidding process;
 2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 3. 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;
 4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
 5. forward the matter for criminal prosecution.

.....
SIGNATURE(S) OF BIDDERS(S)

SURNAME AND NAME:

DATE:

ADDRESS



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EVALUATION PROCESS

STAGE ONE: ADMINISTRATIVE

CRITERIA	FULLY COMPLETED	
	YES	NO
1. SBD 1		
2. SBD 3.1		
3. SBD 4		
4. SBD 6.1		

STAGE ONE: MANDATORY

CRITERIA	COMPLIANT	
	YES	NO
1. Pricing Template (Fully Completed)		

STATE THREE: PRICE AND SPECIFIC GOALS

Bidders that pass functionality will be evaluated on Price and Specific goals according to the template provided and SBD 6.1

**SCOPE OF WORK: CLEANING AND HYGIENE SERVICES FOR CAPE TOWN OFFICE
FOR A PERIOD OF TWELVE (12) MONTHS. (Nov 25-Oct 26)**

1.1 Duties

Service provider must provide all material/equipment including labour for all hygienic duties to be executed and adhere to safety regulations to avoid injury and accidents on duty		
Carpet floor coverage =75%	905m2	
Tile floor coverage = 25%		
Activity	Requirements	Frequency
1. Floor maintenance of ceramic tiles and other tiles of similar made.	<ul style="list-style-type: none"> Sweep Damp mop Machine Scrub 	<ul style="list-style-type: none"> Daily Daily Monthly
2. Rugs and carpets	Vacuum cleaning: <ul style="list-style-type: none"> Heavy traffic areas; Medium traffic areas: and Light traffic areas. 	<ul style="list-style-type: none"> Daily Every second day Twice per week
3. Office area: Sanitising of employee desks Dish washing	<ul style="list-style-type: none"> Wipe all desks and tables with soapy water and sanitiser. Remove cups and lunch boxes and wash 	<ul style="list-style-type: none"> 3 times daily Twice daily
4. Dusting	<ul style="list-style-type: none"> Dusting of all horizontal surfaces (low levels); Dusting of all high ledges and fittings; Dusting of all vertical surfaces (walls, cabinets, and etc); Dust all window ledges; and Clean and disinfect all telephones; Dust ornaments below 2m Wipe all silver 	<ul style="list-style-type: none"> Daily Weekly Weekly Daily Daily Daily Daily
5. Waste disposal	<ul style="list-style-type: none"> Empty and clean all waste receptacles; and Remove all waste to a specified area 	<ul style="list-style-type: none"> Daily Daily
6. Wall and paint work	<ul style="list-style-type: none"> Spot clean all low surfaces (glass, walls, doors and light switches); 	<ul style="list-style-type: none"> Daily
7. Glass and Metal work	<ul style="list-style-type: none"> Spot clean glass doors; Clean and polish bright metal fittings 	<ul style="list-style-type: none"> Daily Weekly
8. Kitchen and boardroom	<ul style="list-style-type: none"> Cleaning kitchen and boardroom; and washing dishes 	<ul style="list-style-type: none"> Three times a day
9. Entrance and reception	<ul style="list-style-type: none"> Sweep and mop Clean doormats Wash steps Vacuuming 	<ul style="list-style-type: none"> Daily Daily Daily Daily
10. All toilets, rest rooms or Ablutions	<ul style="list-style-type: none"> Deep Cleaning of all toilets Damp mop floors with disinfectant. 	<ul style="list-style-type: none"> Monthly Two times a day Two times a day

Activity	Requirements	Frequency
	<ul style="list-style-type: none"> • Empty and clean all waste receptacles; • Clean and sanitise all bowls, basins and urinals; • Clean mirrors; • Clean all metals fittings; • Spot clean walls, doors, and partitions; and • Replenish and supply consumables 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily • Daily
11. Miscellaneous	<ul style="list-style-type: none"> • Polish desks and office furniture; • Vacuum cloth covered furniture; • Cleaning of windows on the inside • Move furniture and clean under couches <p>N.B. all computer equipment is excluded</p>	<ul style="list-style-type: none"> • Weekly • Monthly • Weekly • Every 1 month

1.2 Staff compliment required

Premises	Total numbers of Staff	Number of Staff per day	Hours per day	Days per week
Cape Town	2 cleaners	12-cleaner (if a cleaner is absent replacement is required)	8	Mon-Friday (07h00 - 16h00)

1.3 Consumables and cleaning equipment

The service Provider shall supply all cleaning consumables and equipment required to render the aily cleaning services. The service Provider shall be responsible for the maintenance of the equipment. The service Provider shall ensure that defective equipment will either be replaced or repaired with 24 hours from the time that such defective equipment gets reported by GPAA and/or the Service Providers staff.

1.3.1 Equipment

- 1 x Low noise vacuum cleaner
- 2 x Mops for kitchen and Walk-In-Centre area
- 2x Mop for bathroom
- Wet floor signs
- 2 x Janitorial trolleys
- Microfibre colour coded cloths
- 1 x Hard broom
- 1 x Soft broom
- Household gloves
- 1 x 5metre Electrical extension

- 2 x Wet floor / caution signs per cleaner
- Toilet brushers
- 1 x dustpan set

1.3.2 Cleaning consumables- Monthly supply

Product Name	Description	Area of use
General Purpose Cleaner	A universal neutral cleaning concentrate for removing dirt and from all washable surface	Use clean washable surfaces including, floors, ash trays
Toilet Bowl Cleaner 25 litre per month	Liquid toilet bowl discolours and sanitizes	For use in the environment
Surface sanitiser 5 litre per month	Sanitiser with 70% alcohol content	Sanitise desks 3 times daily
Bleach 10 l per month	Clear liquid – good quality	Floors and kitchens
Carpet cleaner 5 litre per month	Water based carpet spot remover	Carpet areas
Handy Andy 10 litre per month	Clear general-purpose cleaner	Kitchens, Boardrooms, Offices
Window cleaner 25 litre per quarter	General window and Glass cleaner	Washing windows and doors
Dishwashing liquid soap 10 litres per month	Concentrated dishwashing liquid	For use in the kitchen
Kitchen swabs and towels Pack 6 per office per monthly and quarter	Swabs -monthly Towels- quarterly	For use in the kitchen
Furniture polish Pack of 6 every month	A liquid durable liquid furniture polish	For use on all wooden furniture

1.3.3 Scope of hygiene services – Dispensers must be automatic (no touch)

Product	Quantity	Service Frequency P.A.
Ablution Hygiene/deep cleaning Monthly services	5	Monthly service
Paper towels (Pack of 6)	10	Monthly supply. Replace as needed according to consumption
Automatic Paper Towel dispensers + Wall Bins	3	Once off installation. Monthly supply. Replace waste bag every day
Seat Wipe Spray refill	5	Monthly supply. Refill services
Toilet papers 1-ply 500 sheets 48 pack Bale	10	Toilet Paper monthly supply
Toilet Roll holders TR3	5	Once off installation
Automatic air fresheners and refills	3	
Automatic Foam Soap dispenser and refill	3	Rental and refill month services

Appointment of a cleaning service provider for Cape Town for 12 months

Automatic opening SHE bins including cleaning		Empty and dispose fortnightly

Pest Control- Bi-Monthly service

The service provider is to provide a comprehensive bi-monthly Pest Control service to ensure a neat, clean and healthy working environment. Re-act to calls logged on the helpdesk for any Pest Control request.

- Use environmentally friendly products to spray for cockroaches, flies, ants and all other flying and crawling insects, including rats, bees, small flies.
- Presence of flying insects will be reported to the service provider and treatment will be at no extra cost to the GPAA.
- The service provider is to ensure that only non-hazardous chemicals are used on site and correct HSE practises are followed

Documents to submit with the bid

- 1 Reference letter that indicates quality of service from current and previous contracts. The reference letter must contain the number of years of active cleaning service.

Special conditions for the contract

- The contract period for this service is twelve (12) months.
- Cleaner uniforms
- Replacement cleaner, should the allocated cleaner be off-sick or take any leave
- Cleaning equipment and all materials used must be SABS compliant and environmentally friendly. Diluted cleaning materials will not be accepted by the GPAA and will have to be replaced at the Service Provider cost.

Delivery address

4th floor
Buitengracht Centre
125 Buitengracht Street
Cape Town