



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SALGA	
RFQ number:	130213
RFQ Description	Appointment of Hygiene Service Provider to Render Hygiene Services for SALGA National Office At Menlyn Corporate Park Building Duration - Twenty Four (24) Months
Site Visit - (Compulsory) No quotation will be considered without attending Site-Visit and signing the Attendance Register	Date: 13 Nov 2025 Time: 10:00am-11:00am Contact Person: Oscar Mabunda Tel: 012 369 8000 Cellphone: 072 423 5396 Physical Address SALGA National Office 175 Corobay Avenue, Cnr Garsfontein & Corobay Block B, Menlyn Corporate Park, Ext 11, Gauteng, Pretoria 0018 NB: Please ensure to sign Attendance Register before leaving the premises
RFQ Issue Date	10 Nov 2025
RFQ Closing date:	Date: 20 Nov 2025 Time: 11:00am

Specification	Attached on the below
<u>SPECIFICATIONS:</u> DESCRIPTION • Installation of hygiene services equipment / dispensers • Render weekly hygiene Services • Quarterly fumigation of offices or pest control. Please note: 1. Quotation should be valid for at least 90 days. Is the offer strictly according to specifications? Yes/No 2. If not to specification, state deviation(s) 3. Please indicate your delivery period: 4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation. 5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD. 6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive. 7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request. 8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office. 9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting. 10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications. 11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector: a) Textiles, Clothing, Leather and Footwear: 100 % b) Office Furniture: 85 % 12. For bids of above R30 000 to R50 million , SALGA evaluates these in terms of the 80/20 adjudication criteria where : a) Price : 80 b) BBBEE Level of contribution : 20 TOTAL : 100 13. For bids of above R50 million , SALGA evaluates these in terms of the 90/10 adjudication criteria where : a) Price : 90 b) BBBEE Level of contribution : 10 TOTAL : 100	

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

RETURNABLE DOCUMENTS:

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Compliance Status (SARS Pin document)
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- Company CK documents
- Full CSD Registration Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature



APPOINTMENT OF SERVICE PROVIDER TO RENDER HYGIENE SERVICES FOR SALGA NATIONAL OFFICE AT MENLYN CORPORATE PARK BUILDING IN PRETORIA, GAUTENG PROVINCE FOR A PERIOD OF TWENTY FOUR (24) MONTHS

1. PURPOSE

To Appoint a service provider to install hygiene dispensers and render services for a period of twenty four (24) months for SALGA National Office in Pretoria.

2. BACKGROUND

SALGA National Office is occupying three floors utilised for offices and boardrooms as follows:

- Ground Floor (Boardrooms) = 1175 square metres;
- 1st Floor (Offices) = 1077 square metres; and
- 2nd Floor (Offices) = 922 square metres.

In view of the above, the total office space including the boardrooms floor is amounting to **3 174** square metres with the estimate of 315 staff members occupying 1st and 2nd floors. Ground Floor is utilised for meetings as when a need arise by staff and external SALGA stakeholders.

3. SCOPE OF WORK

SALGA wishes to invite professional hygiene service contractors to submit proposals for the provision of hygiene services for the SALGA National office to ensure that the offices are maintained in a clean, healthy, safe, and satisfying appearance.

The successful service provider is expected to provide the following services:

- Provide comprehensive hygiene services as follows;

Weekly hygiene services

- Replenish liquid soap dispensers
- Replenish toilet paper and hand towel paper
- Replenish all hand sanitiser dispensers.
- Replace urinal sanitiser block (or similar)
- Refill air freshener
- Refill toilet sanitiser dispensers.

4. HYGIENE EQUIPMENT / DISPENSERS REQUIRED

The bidder must provide evidence of its ability to provide and install the following cleaning/hygiene equipment.

Equipment	Quantity
Liquid Soap Dispenser (Grey, Plastic)	
Paper Towel Dispensers (Folded) (Grey, Plastic)	
She-bins (Grey, Plastic)	
Hand sanitiser dispensers (electronic/wall mounted)	
Hand dryer Stainless Steel Automatic	
Hand sanitiser dispenser bottle 1 litre capacity	
Liquid soap dispenser bottle 1 litre capacity	
Electronic air fresheners dispensers (Grey, Plastic)	
Dustbins (Wall mounted) (Grey, Plastic)	
Toilets bowl sanitiser Dispenser (Wall mounted) (Grey, Plastic)	
Urinal sanitiser dispenser (Wall mounted) (Grey, Plastic)	
Toilet Seat Sanitiser Dispenser (Wall mounted) (Grey, Plastic)	

Equipment	Quantity
Toilet roll holder (3 Roll holder, Stainless steel, wall mounted)	
Pest Control - Quarterly	Quantity

5. STAFF, UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The bidder must deploy management or supervisory personnel with relevant hygiene services experience together with trained and competent operations personnel.
- The bidder must ensure adequate provision of PPE that complies with all regulatory requirements of the hygiene service.
- All personnel should wear acceptable contractor's uniforms, i.e. the appearance of the contractor's personnel should befit a corporate environment in terms of aesthetics.
- The bidder should ensure that employees are easily identified by providing name tags depicting the company logo and name for their staff members, i.e. company-branded name tags.

6. EXPERIENCE AND REFERENCES

At least a five (5) years' experience with at least three (3) contactable clients serviced in the past five years for rendering hygiene services to be provided for reference purpose.

7. SERVICE CLASSIFICATION

The service provider shall have an established satisfactory record of maintaining and providing a service with comprehensive hygiene solutions with quality control that is compliant with the national Hazard Analysis and Critical Control Points (HACCP) standards. It will be advantageous for a service provider to have a well-developed distribution infrastructure that enables them to supply products and services that suit all our requirements.

8. MANDATORY REQUIREMENTS

*Failure to meet **ANY** of the criteria below will result in the proposal not being evaluated and disqualified from the process.*

- Hazard Analysis Critical Control Point (HACCP) Compliance Certificate;
- Registration certificate as a member of NCA (National Cleaning Association) and Black Economic Empowerment Cleaning Association or Equivalent;
- Valid compliance certificate on disposal of sanitary waste;
- Proof of ownership for the closed vehicle for removal of waste;
- The pricing schedule (Cost Breakdown) must be submitted; and

9. HEALTH AND SAFETY FILE

The bidder will be responsible for the compilation of a health and safety site file to be made available for compliance and audit purpose. The documents should be submitted to SALGA's representative/s within fourteen (14) days from the date of the tender award. A copy of the contractor's OHS agreement, section 37(2), COID certificates (letter of good standing), OHS risk assessments, cleaning staff certificates, and First Aid and emergency procedure must be included in the file.

10. DURATION

The contract is for duration of 24 months and commencement date to be stipulated in the service level agreement between SALGA and successful service provider.

11. SERVICE LEVEL SPECIFICATION AND SERVICE LEVEL AGREEMENT

- The successful bidder will be required to enter into a service level agreement (SLA) with the SALGA.
- If the parties SALGA and the appointed service provider are unable to reach agreement on the special conditions of contract (SLA) after a period of 14 calendar days of the

date on which the bid award is communicated to the service provider, then the SALGA reserves the right to cancel the award to the service provider and to appoint another service provider.

- All services contemplated herein shall only be applied to the areas as reflected in this document;
- SALGA will provide the contractor with a minimum of two working days' advanced warning on any related service changes requested;
- All service changes that will require more than the stipulated or agreed time to resolve will be treated as projects; and
- The performance measurement process will be incorporated into Service Level Agreement to be signed after the successful bidder has been appointed.

Disclaimer:

- *SALGA reserves the right not to award this RFP/RFQ to any bidder at its discretion or to cancel/withdraw this RFP/RFQ if deemed necessary during any stage of this RFP process.*
- *SALGA reserves the right to make a selection solely on the information received in the RFP/RFQ or to negotiate further with one or more bidder/s;*
 - *Bidders are required to declare any conflict of interest they may have in the transaction. SALGA reserves the right not to consider or cancel any bid wherein such a conflict of interest exists or wherein such potential conflict of interest may arise.*
 - *SALGA reserves the right to accept any proposal submitted or reject all proposals.*
 - *SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder if:*
 - o *The winning bidder fails to perform per the specified service requirements as set out in this RFP/RFQ.*
 - o *The winning bidder otherwise violates the provisions of the RFP/RFQ to a substantial degree.*

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 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

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.

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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