



SPECIFICATION TO REQUEST QUOTATION FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE CLEANING SERVICES.

1. INTRODUCTION

- (a) This quotation represents the requirements of the Department of Home Affairs for the appointment of a service provider to provide cleaning services to the following twelve (12) buildings of the Department of Home Affairs' (DHA) for a period of six (6) months.
- (b) The successful service provider (hereafter referred to as "the contractor"), will be responsible for providing the goods and services as stipulated in this requirements.
- (c) There is no briefing session as the square meters and the number of cleaners and supervisors for the above building is provided in this RFQ.
- (d) The successful supplier (hereafter referred to as "the contractor"), will be responsible to provide cleaning services as stipulated in this requirement.
- (e) The services will be needed from the date of order until the **30 November 2026** depending on the needs basis.
- (f) Kindly note that the successful bidder will render cleaning services on a monthly basis for the period not exceeding six (06) months (**01 June 2026 to 30 November 2026**).
- (g) Service Providers are requested to submit their quotations referring to scope as described fully in paragraph 2 below.
- (h) **The closing date of the RFQ will be Date 04 May 2026 Time 11:00am.**
- (i) **Delivery address of Goods and Services requested:**
 - Department of Home Affairs
 - 230 Hallmark building,
 - Cnr of Thabo Sehume and Johannes Ramakhoase street,
 - Pretoria central.
 - 0001
 - Contact Person: Valencia Ndhlovu
 - Tell: 012 406 2771

2. GOODS AND SERVICES REQUIREMENTS

	COMPLY			QUANTITY
	YES	NO	REMARKS	
The successful supplier will be responsible to execute the following:				
The cleaning service is required in twelve (12) DHA buildings 12) buildings of the Department of Home Affairs' (DHA) for a period of six (6) months.				7 Supervisor 134 Cleaners

The cleaning service is required in twelve (12) DHA buildings listed on the table below:

No	BUILDING	PHYSICAL ADDRESS	SIZE OF THE BUILDING	PROPOSED NUMBER OF SUPERVISORS	SHARED SUPERVISOR	PROPOSED NUMBER OF CLEANERS	TOTAL PER MONTH FOR 1 SUPERVISOR	TOTAL PER MONTH FOR 1 CLEANER	TOTAL
1.	Hallmark Building month	230 Johannes Ramokhoase Street, Pretoria	25 388.58m2	1	Supervisor will be supervising 01 and 03,08	21	R.....	R.....	R.....
2.	BVR Estimated staff members is 2800	184 Jeff Masemola St, Pretoria	39 477.45m2	1	Supervisor will be supervising 02,04,05,	23	R.....	R.....	R.....
3.	Centre Walk	266 Pretorius Street, Pretoria	170m2	0	Hallmark Supervisor	1	R.....	R.....	R.....
4.	FSI Building	909 Arcadia Street Hatfield Pretoria	3 800m2	0	BVR Supervisor	2	R.....	R.....	R.....

5.	Passport Factory per month	83 Visagie Street Pretoria	4 700m2	0	BVR Supervisor	1	R.....	R.....	R.....
6.	Brits Archives Storage Facility	3 Piet Pretorius Street Extention 14 Brits	11 810 m2	1	No sharing	14	R.....	R.....	R.....
7.	Roslyn Records Storage Facility	12 Piet Rautanbach Stand 86 Rosslyn	16 946 m2	1	No sharing	12	R.....	R.....	R.....
8.	Heyvries Records Storage Facility	366 Francis Baard (Schoeman) Street Pretoria	4 528m2	0	Hallmark Supervisor	2	R.....	R.....	R.....
9.	Tshwane Refugee Reception Centre	352 Eskia Mphahlele Drive Pretoria 0001	3 825m2	1	No sharing	20	R.....	R.....	R.....

10.	DHA Church Square Digitisation Facility	SAPO Post Office Cnr Bosman and Madiba Street Pretoria 0001	3 962m2	1	No sharing	16	R.....	R.....	R.....
11.	DHA Silverton 1 Digitisation Facility	Moretela and James Drive Silverton	4 257m2	1	Supervisor will be supervising 11 and 12	8	R.....	R.....	R.....
12.	DHA Silverton 2 Digitisation Facility	Moretela and James Drive Silverton	10062m2	0	DHA Silverton 1 Digitisation Facility	14	R.....	R.....	R.....
GRAND TOTAL OF SUPERVISORS & CLEANERS				7		134	R.....	R.....	R.....

3. RETURNABLE DOCUMENTS

3.1 Suppliers **Must** ensure that the following documents are fully completed, signed and attached:

- Specification
- Central Supplier Database (CSD) report
- SBD 1: Invitation to Bid
- SBD 4 form: Bidders Disclosure
- SBD 6.1 form: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022; **(Note to tenderers: The tenderer must indicate how they claim points for each preference point system).**
- A valid BBB-EE certificate or a sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race;
- Ownership Certificates issued by the Companies and Intellectual Property Commission (CIPC).

4. I/we, the undersigned, declare that the information furnished is true and correct and warrants that he/she is duly authorised to sign on behalf of the company.

NAME AND CAPACITY: _____

SIGNATURE OF SUPPLIER/
SERVICE PROVIDER

DATE

NAME OF COMPANY: _____