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INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR QUOTE (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR IDC EASTERN CAPE REGIONAL OFFICE (GQEBERHA)

RFQ number	RFQ26-03-51
Issue date	06 March 2026
Closing date and time	13 March 2026 at 12h00
RFQ validity period	120 days from the closing date and time
Responses to this RFQ should ONLY be forwarded to:	quotations@idc.co.za
All responses must be sent to the mentioned e-mail address (quotations@idc.co.za) and late responses will not be considered.	

NB: All enquiries regarding this RFQ must be forwarded to the Procurement Specialist Amelia Rawstorne at ameliar@idc.co.za within one (1) day after the RFQ has been issued.

No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. IDC however reserves the right to clarify any information with any bidder regarding their response to this RFQ.

SECTION 1: TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. IDC's standard terms and conditions of purchase shall apply to any subsequent purchase order. To view the IDC's standard terms and conditions of purchase, please visit our website on www.idc.co.za under "tenders" page.
2. No services must be rendered, or goods delivered before an official IDC Purchase Order form has been received.
3. Late and incomplete submissions (i.e., submissions which do not include relevant information for adjudication) will not be accepted.
4. Completion and signing of this RFQ template and input sheet.

5. Tax clearance requirements:

It is the responsibility of the bidder to ensure that they are registered on the National Treasury Central Supplier database with a compliant Tax status.

6. B-BBEE Requirements:

Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

7. B-BBEE Improvement Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE ownership. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or sworn affidavit in case of a EME or QSE.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period if they are successful in this bid process.

8. Price

All prices must be quoted in South African Rand (ZAR) and MUST be firm for the RFQ validity period. Period of price validity must be explicitly stated.

9. Reasons for disqualification

IDC reserves the right to disqualify any bidder which does any one or more of the following:

- 9.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and still remain non-compliant.
- 9.2. bidder who submitted incomplete information and documentation according to the requirements of this RFQ.
- 9.3. bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
- 9.4. bidder who received information not available to other vendors through fraudulent means; and/or
- 9.5. bidder who does not comply with any of the mandatory requirements as stipulated in the RFQ document.
- 9.6. bidder who submits the quotation/ proposal to any email other than quotations@idc.co.za.

- 9.7.** bidder who fails to comply with POPIA requirements as listed herein; and
- 9.8.** bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).
- 10.** IDC reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.
- 11.** This RFQ is restricted to the intended recipients / bidders as invited by the IDC and should not be transferred to or shared with any other bidder or party. The IDC reserves the right to reject any response received from any bidder which was not invited by the IDC to participate in this process.
- 12.** The IDC reserves the right to award this bid as a whole or in part.
- 13.** The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 14.** The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.
- 15.** The IDC reserves the right of final decision on the interpretation of its RFQ requirements and responses thereto.
- 16.** The bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

Name of your Company (in block letters)

Signature(s) of the Tenderer or assignee(s)

Date

Name of person signing (in block letters)

Capacity

Are you duly authorised to sign this Bid?

Company Registration Number

VAT Registration Number

Postal address (in block letters)

Physical address (in block letters)

Domicilium citandi et executandi in the RSA (full street address) (in block letters)

Contact person: _____

Telephone Number: _____. Cell phone Number: _____

e-mail: _____

Important Note: Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal their CSD supplier number below:

Supplier Number: MAAA_____

17. EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following parameters:

17.1. Initial Screening Process:

- During this phase, bid responses will be reviewed for purposes of assessing compliance with RFQ requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:
- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided, and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.

17.2. Technical Evaluation Requirements

17.2.1. Mandatory Requirements

All bid responses that do not meet the Mandatory Requirements will be disqualified and will not be considered for further evaluation on the Functional Requirements. The Mandatory Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Requirements assessed in this phase will lead to disqualification of bids.

17.2.2. Functional/ Technical Requirements

With regard to the Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

Number	ELEMENT	WEIGHT
1	Bidder's Relevant Experience	60
2	Proof of financial stability	40
TOTAL		100%

Notes:

The minimum qualifying score for functionality is 70%. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and Specific Goals.

17.3. Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
Specific Goals ¹	20
TOTAL	100

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS
	(80/20 system)
Black ownership ²	10
30% Black women ownership	5
Any % of ownership by Black Designated Groups ³	2
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	3
TOTAL POINTS	20

²Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system) and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system)

³Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Note: Only enterprises with direct Black shareholding that fall under the four categories below be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people
- Exercisable voting rights in the hands of Black women
- Exercisable voting rights in the hands of Black Designated Groups
- Employee Share Ownership Programmes ("ESOPs") with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups

17.4. Objective Criteria

This contract will be awarded to the bidder scoring the highest points unless an objective criterion justifies the award of the tender to a bidder other than the highest scoring bidder.

17.4.1. Objective Criteria are:

The bidder must pose less risk to the IDC. The risk will be assessed in terms of, but not limited to, the following:

- Reputational Risk: This will be assessed in line with the bidder's disclosure (Refer to Annexure 7: Disclosure statement of this document) and the IDC Compliance and Regulatory Affairs Department (CRAD) screening report.
- Concentration Risk: Over exposure to a single bidder.
- The bidder's financial capability in relation to the execution of the contract.
- The bidder's past performance in IDC contracts.

SECTION 2: TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

1. SPECIAL INSTRUCTIONS TO BIDDERS

- 1.1. Should a vendor have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify IDC Procurement within five (5) days after publication of the bid.

Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

2. PROJECT BACKGROUND AND OBJECTIVES

- 2.1. The Industrial Development Corporation of South Africa Limited (IDC) is a self-financing, state-owned national development finance institution which provides financing to entrepreneurs engaged in competitive industries and follows normal company policies and procedures in its operations.

The IDC, Eastern Cape West Regional Office situated at Southern Life Gardens, Block A (Ground Floor), 70 2nd Avenue, Newton Park, Gqeberha, is in need of a cleaning service provider.

The Regional Office has a total space of 162m² consisting of an open plan office that house 6 employees and a main reception with an estimated 20 visitors per day.

The cleaning services required by IDC can, in a broad sense, be described as, “any work done requiring removal of dirt from, and providing an aesthetic or hygienic improvement to any surface or article in, on or around the IDC’s Regional Office building”. This service is to ensure that the Corporation’s assets are maintained in such a manner that their value is not eroded for maximisation of service length.

The IDC prides itself in ensuring compliance to all legislated regulations of the country, thus IDC seeks to appoint a professional cleaning service provider who will provide the IDC with the management functions and overall supervision of cleaning services and ensure that building is kept safe, healthy, and compliant to regulations governing the cleaning service sector enabling the Corporation to focus on its core business functions.

2.2. Operations

The IDC operates on an 8 and half hour shift (08h00 am to 16h30 pm) basis from Monday to Friday for most employees with a limited number of employees working extended hours.

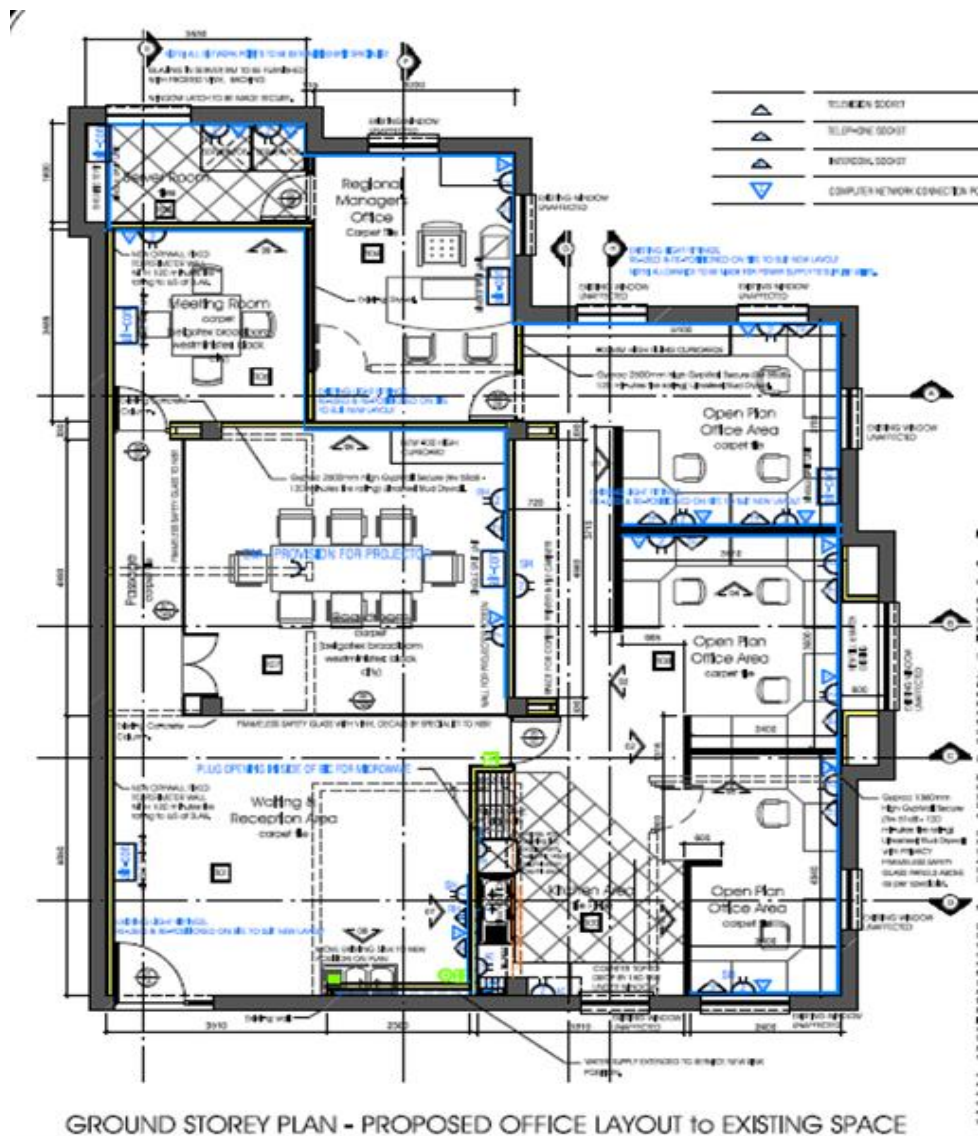
2.3. Floor Coverings: buildings floor surface is covered with the following:

Floor Surface	Specifications
Type 1	Carpet – Belgotex Nexbac Time Square – Downtown Tiles 500x500
Type 2	Carpet – Belgotex Baltimore - Ink
Type 3	Tiles – Ceramic Johnson Tile
Type 4	Vinyl-wooden floor

2.4. Office Layout

The following are key service areas found in the building, including floor specifications in each area for assistance in quantifying the scope of work:

Area/ Item	Floor Surface Spec	Floor Square meters
Reception	Type 1	35m ²
Open Plan/ Workstations	Type 1	53m ²
Boardroom	Type 1	28m ²
Meeting Room	Type 1	11m ²
Kitchen	Type 3	12m ²
Server room	Type 3	07m ²
RM office	Type 1	16m ²
Total Area		162m²



3. SCOPE OF WORK/ TERMS OF REFERENCE

3.1. The appointed Service Provider should be able to provide the following:

- Comprehensive cleaning service.
- One (1) cleaner from Monday to Friday for a full day (08H00– 16H30) in line with the operating hours indicated above.
- Provide a relief cleaner, should the permanent cleaner be unavailable.

Note: The appointed Service Provider to consider absorption of the current cleaner which will add value to continued employment of the official.

3.2. The following monthly supplies must be provided by the appointed Service Provider.

- **Cleaning Consumables**

- 2 x 750ml dishwashing liquid.
- 2 x 300ml multi surface polish. (equivalent or similar to Mr Min).
- 1 x pack of 20 clear bin liners, non-scented. Size: 15l
- 1 x 1.5l liquid hand soap.
- 1 x 5l tile floor cleaner.
- 4 x microfibre clothes – 200gsm multi-purpose cloth which can be used on sensitive surface areas, holds dust well. Weight: 200gsm, Size: 40cm x 40cm.
- 1 x pack of two Scourers scrub pad, scrub sponge for dishwashing size: regular.
- 1 x pair rubber cleaning gloves (cotton flocked) size: medium.
- 1 x pack of 20 heavy duty refuse bags (black) size 750mm x 950mm (80L).
- 2 x 269ml air fresh refill fragrance spray (service provider to replace batteries as and when required. (similar or equivalent to Glade).

Note: the following must be provided annually:

- 2 x Automatic Spray fragrances dispensers, battery operated size 269ml (similar or equivalent to Glade.)

3.3. Standard Cleaning Methods

The list below is an itemized account of areas and items found in the building consisting of a brief description of the method and frequency of cleaning required in terms of “Standard Cleaning” norms. It is the appointed Service Provider’s responsibility to ensure that all areas of the facilities are kept clean at all times and to perform a continuous audit-ensuring adequacy in the frequency of cleaning and methodology.

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
BASINS	Wet wipe with hard surface cleaner	3 x Daily
	Remove mineral deposits	Daily
BLINDS	Vertical – remove dust Horizontal – damp wipe	Daily Daily
CARPETS	• High and low traffic areas - Vacuum with beta brush machine • Deep cleaning & deodorising of carpet by wet extraction using a high-power extractor once when required.	Daily Once when required

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
CEILINGS	Dust and wipe air vents	When necessary
CHAIRS	Fabric – vacuum - spot clean - Shampoo Vinyl and leather -dust.	Daily Quarterly Daily
DESKS	Natural/unsealed wood - dust - polish	Daily Daily
	Sealed wood/glass/formica - dust & damp wipe - polish	Daily Daily
DOORS	Remove finger marks on glass and push plates	Daily
	Dust or damp wipe	Daily
ELECTRONIC EQUIPMENT	Dust	Daily
	Damp wipe	Daily
FLOORS COVERINGS		
HARD FLOOR COVERINGS (ceramic, marble, granite, brick, concrete, etc.)	<u>HIGH TRAFFIC</u> - Remove dust with mop or disposable cloth sweeper - Damp mop for soilage - Spray clean or burnish - Scrub and dry to remove accumulated soilage using a mechanised system machine	Daily 3 times daily 3 times daily Daily
	<u>LOW TRAFFIC</u> - Remove dust with mop or disposable dust sweeper - Damp mop for soilage - scrub and dry clean using a mechanised system Machine	Daily 3 times daily Daily
FURNITURE	Natural/unsealed wood - dust - polish	Daily Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
	Sealed wood/glass/formica chrome/steel/plastics: - dust & damp wipe - polish	Daily Daily
KITCHENETTES	• Cleaning Dishes and • Floors - damp mopped/wet wiped and dried • Walls and cupboard doors - wet wiped and dried • Cupboard storage cleaned, wet wiped and disinfected.	Daily Daily Daily Bi-Weekly
ORNAMENTS	Dust and damp wipe	Daily/ when necessary
MICROWAVE	• Use caustic aerosol spray on enamelled oven surfaces • Wet wipe and rinse inside surfaces of microwaves • Ensure that equipment is cleaned and left free of grease or residues of dirt	Daily Daily Daily
PARTITIONS	• Spot clean • Clean glass with glass cleaner	Daily Daily
PICTURES	• Dust frames • Damp wipe frames • Clean glass with glass cleaner	Daily Daily / When necessary Daily / When necessary
UNCOVERED PIPES	• Dust and Damp wipe	Monthly
POWER SKIRT and PLUGS	• Dust and damp wipe	Daily
REFRIGERATOR	• Damp wipe top, doors & sides • Remove contents & damp wipe shelves and disinfect and sanitise • Defrost (where required) and clean shelves and inside surfaces	Daily Daily / When necessary When necessary
RUBBISH BINS (meetings rooms and workstations)	• Empty bins • Change bin liner • Damp wipe, remove stains and disinfect	2x Daily Monthly / When necessary 2 x Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
WINDOWS	• Normal height windows (High-touch areas)	Daily
	• Ceiling Height windows	Monthly
WORKSTATION SCREENS	• Glass - Dust and damp wipe	Weekly and/ or when necessary
	• Fabric - Vacuum and Shampoo	Monthly and/ or when necessary

Table 1: When necessary: means that the work is part of the standard/ routine cleaning service, but the frequency will be determined on a need basis.

3.4. Supervision

The Service Provider shall ensure that a Bi-Weekly inspection is done by a senior staff member, and findings from the inspection must be provided as part of the monthly report.

3.5. Reporting

The Service Provider shall provide a monthly report which will include the following minimum information: Highlights for the month, Findings from Site Inspections, Incidents, Areas of Improvements and Concerns. The Service provider must attend meetings as and when required quarterly or when required

3.6. Insurance

The Service Provider shall take out an insurance policy to indemnify the IDC against any claims instituted in respect of death, injuries and/or losses suffered by any third party because of activities conducted during his/her exercising of duties set out in the contract between the IDC and the bidder.

3.7. Legislations Compliance

The appointed service provider must ensure compliance with the following legislation:

- Municipal By-laws.
- Health & Safety Regulations governing this service for the duration of the contract.
- National Environmental Management Act.
- National Water Act.
- National Environmental Management: Waste Act.

3.8. Site File (OHS Safety File)

The appointed service provider must compile and provide an IDC specific (OHS Safety) Site File which must include all Statutory and Management information/documents such as:

- OHS Policy and Procedures.
- Safe working and COVID19 Work plan Procedures.
- Risk Assessments and Method Statement.
- Material Safety Data Sheet (MSDS) for chemicals to be used.
- Department of Labour documents e.g., Letter of Good Standing, COIDA, UIF, etc.

The appointed service provider will be required to provide a comprehensive OHS Safety site file to the IDC within 7 days of the date of appointment

3.9. Staff Uniform and Personal Protective Equipment (PPE)

- The appointed service provider must, at all times, ensure adequate provision of Personal Protective Equipment (PPE) and replacement of old/worn out PPE, at no cost to the employees.
- The appointed service provider to ensure that staff deployed to the site have Police Clearance which is valid and is renewed every year. Police Clearance of all staff to be provided within 8 weeks after appointment and renewed annually.
- The appointed service provider must ensure that employees assigned to the site are easily identified by providing name tags depicting the company logo and name for their staff members, i.e., company brand name tags.

3.10. Cleaning Equipment and Consumables

- The appointed service provider shall provide all general and specialist chemicals, in the provision and maintenance of this service.
- The appointed service provider shall provide all consumables required in the provision and maintenance of this service. The bidder must provide a management plan for controlling purposes for each item once appointed.
-
- The appointed service provider should provide dishwashing liquid for staff to be able to wash their own dishes in the afternoon.
- A Commercial Grade Vacuum (with minimal noise output level to ensure a conducive office environment), other equipment such as cloth for dishes, microfiber mops, buckets, Color coded dust clothes, mops and gloves must be included.
- Chemicals to be used in office space should be effective against covid-19 and approved according to the National Institute for Occupational Health (NIOH 2020): The appointed service provider may utilise any of the following lists of chemicals which were approved by NIOH:
 - National Regulator for Compulsory Specifications (NRCS)-approved list (South Africa).
 - Department of Trade and Industry list of active ingredients in approved disinfectants.
 - The appointed service provider must use only SABS approved equipment.

NB: Once appointed the service provider must provide the MSDS of all chemicals to be used and every time the chemicals are changed.

4. PROJECT TIMELINES

The appointed service provider(s) will be required to start on **01 May 2026 to 31 March 2029** and provide the services for a period of 35 months, subject to annual review of the service provider's performance.

5. EVALUATION CRITERIA

5.1. Mandatory Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2. Other Technical Requirements

The bidder must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1 BIDDER'S RELEVANT EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder (company) must have relevant experience in providing cleaning services; similar or equivalent to the size of the IDC Gqeberha Regional Offices. The bidder must as a minimum provide <u>three (3) references</u> for similar work done in the past five (5) years. (2020– 2025). Refer to Table (a) Annexure 1 of this document for the response format provided. Reference letters will also be acceptable. Note: The following scoring matrix will be used to evaluate this criterion: • Less than 2 relevant references = 1 point • 2 relevant references = 2 points • 3 relevant references = 3 points. • 4 relevant references = 4 points. • 5 relevant references = 5 points. The IDC reserves the right to conduct reference checks on all references provided.			
Substantiate / Comments			

5.2.2 PROOF OF FINANCIAL STABILITY	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must be in a stable financial position to cover all costs associated with appointment of a cleaner for a period of one month. The bidder must provide as part of the bid proposal, one (1) of the following documents which should <u>not be older than three months</u> prior to the closing date of the bid: • a valid bank stamped letter of good standing on the banks letter head; or • last three months bank statements; or • a bank surety letter on the banks letter head. Note: an account confirmation letter <u>will not</u> be acceptable. Notes: The following scoring matrix will be used to evaluate this criterion: • providing 1 of the above-mentioned documents = 3 points • provision of any 2 of the above required documents = 4 points. • provision of all 3 of the above-mentioned documents = 5 points			
Substantiate / Comments			

SECTION 3: COST PROPOSAL

1. **NOTE: All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).**

2. Are the rates quoted firm for the full period of the contract?

YES	NO
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Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3. All additional (other) costs associated the bidder's offer must be clearly specified and included in the total bid price.

4. Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

5. Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days.	Comply	Not Comply

6. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

7. COSTING MODEL

7.1 Monthly Service Fee Breakdown

Description		Fixed Monthly Service Fee (VAT Excl.)	Qty of months	Total Cost Per Annum (VAT Excl.) (Monthly fee x Qty of months)
Cleaning Service Fee	Year 1: 1 May 26 – 30 April 27		12	
	Year 2: 1 May 27 – 30 April 28 (plus escalation %)		12	
	Year 3: 1 May 28 to 31 March 29 (plus escalation %)		11	
Sub-Total (VAT Excl.) for (2 years and 11 months)				
VAT @ 15% (If applicable)				
Total Bid Price (VAT Incl.) (2 years and 11 months)				
Bidder to indicate the yearly escalation %				

7.2 Year 1 - Monthly Service Fee Breakdown

Description	Monthly Fee (VAT Excl.)
Salary of Cleaner	
Cleaning equipment	
Cleaning consumables	
Profit and Overheads	
Sub-Total Price (VAT Excl.)	
VAT @ 15% (If applicable)	
Year 1 - Monthly Service Fee Breakdown (VAT Incl.)	
Please provide the labour rate of the cleaner used (Labour rates must be in line with the prescribed minimum wage)	

Notes:

- For evaluation purposes bidders should use Area A (Urban Centres - including Nelson Mandela Bay) as a base:
 - ❖ The current minimum wage R31.69 per hour.
- The bidder's proposal should include the following:
 - ❖ **Cleaning Consumables**
 - 2 x 750ml dishwashing liquid.
 - 2 x 300ml multi surface polish.
 - 1 x pack of 20 clear bin liners, non-scented. Size: 15l
 - 1 x 1.5l liquid hand soap.
 - 1 x 5l tile floor cleaner.

- ✚ 4 x microfibre clothes – 200gsm multi-purpose cloth which can be used on sensitive surface areas, holds dust well. Weight: 200gsm, Size: 40cm x 40cm.
- ✚ 1 x pack of two Scourers scrub pad, scrub sponge for dishwashing size: regular.
- ✚ 1 x pair rubber cleaning gloves (cotton flocked) size: medium.
- ✚ 1 x pack of 20 heavy duty refuse bags (black) size 750mm x 950mm (80L).
- ✚ 2 x 269ml air fresh refill fragrance spray (service provider to replace batteries as and when required. (similar or equivalent to Glade).

Note: the following must be provided annually:

- ✚ 2 x Automatic Spray fragrances dispensers, battery operated size 269ml (similar or equivalent to Glade.)

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Quotation (RFQ) Document **RFQ26-03-51** the General Conditions, The Requirement and all other Annexures to the RFQ Document, we offer cleaning services at the IDC Gqeberha Regional office to the IDC, at a total amount of:

R..... (Including VAT)
In words

R.....(Including VAT)

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Tender document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED _____ **DATE** _____

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY

NAME

Tel No

Fax No

Cell No

ANNEXURE 1 - RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____
Name of Bidder: _____
Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this RFQ document.]

The bidder must provide the following information:

Table (a) Details of the bidder's current and past experience (over the past five (5) years) for cleaning services (please refer to par 5.2.1 of Section 2 of this RFP document):

Nr	Client' Name	Project period (Start and End Dates)	Description of service performed (Corporate or any other)	Contact person's Name and telephone number of clients
1				
2				
3				
4				
5				

ANNEXURE 2 – SHAREHOLDERS' INFORMATION

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with the bid document.]

1. Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2. Trust Information

Should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

Documents necessary to verify the Identity of a Trust	☐ Copy of trust deed or other founding document by which trust is created.
	☐ Letters of authority (as issued by the Master of the High Court)
	☐ Personal details of each Trustee, each Beneficiary, the Founder, and the person authorised to act on behalf of the Trust

3. Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

4. Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS			
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.			
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.			
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.			
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.			
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.			
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO			
2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO			
2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO			
2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.			
SUPPLIER STATUS	COMPLIANCE	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4 – BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or sworn affidavit in case of EME or QSE.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

Note: Bidders must attach the BEE commitment plan as annexure 3 of this document.

ANNEXURE 5 – 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 interest ¹ 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 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 they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

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.

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.
- 3.5 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.
- 3.6 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.
- 3.7 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

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.

ANNEXURE 6: DISCLOSURE STATEMENT

In terms of the tender condition 13, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 2.1. any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
 - 2.2. any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
 - 2.3. any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.
4. If the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
6. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF COMPANY _____

OF: NAME _____

Tel No _____

Fax No _____

Cell No _____

ANNEXURE 7: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history.

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g. to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	Accountability The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes ☐	No ☐
2.	Processing Limitation The respective clients, third parties, suppliers and operators and their members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
3.	Purpose Specification All respective clients, third parties, suppliers and operators and their members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
4.	Further Processing Limitation Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes ☐	No ☐

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
5.	Information Quality The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes ☐	No ☐
6.	Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes ☐	No ☐
7.	Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.	Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes ☐	No ☐

I, _____ (print name) hereby certify that the information, facts, and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date