



REQUEST FOR PROPOSAL
CLEANING SERVICES

The Market Theatre Foundation

Request for Proposal:

Cleaning Service for MTF for a
period of 3 years

MTF 13/2026-2027

Advertising On: 21 AUGUST 2026

Closing Date: 14 SEPTEMBER 2026

Closing Time: 12:00

Compulsary Biefig Session: 27 AUGUST 2026 @ 11:00

Compulsary Biefig Session Adres:

138 Lillian Ngoyi Street, Newtown, Johannesburg

Tender must be delivered in Tender box situated at:

138 Lillian Ngoyi Street, Newtown, Johannesburg



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1 General Information

1.1 Purpose of this document

The Market Theatre Foundation (MTF) wishes to appoint a service provider to provide cleaning services for the MTF for a period not exceeding three years.

1.2 The Market Theatre Foundation

The Market Theatre Foundation: A Culturally Vibrant Space for Storytelling

The Market Theatre Foundation (MTF) is one of South Africa's leading cultural institutions. It includes four business units or creative hubs: The Market Theatre, The Market Theatre Laboratory, The Market Photo Workshop, and The Windybrow Arts Centre. Together, these divisions make MTF a culturally vibrant space for artistic expression, development and community programmes.

The Market Theatre

The MTF's core business is producing a variety of theatre works that reflect and represent the issues that affect the people of South Africa. The Market Theatre Foundation produces an estimated 20-25 productions annually, which create employment for +/-250 artists per financial year.

Over the years, The Market Theatre has provided work for +/-10 000 theatre practitioners as follows:

- Playwrights
- Directors
- Actors
- Designers (set, costume, lighting, sound)
- Stage managers and technical crews

In line with the MTF's mission and vision, 85% of these artists are from the historically disadvantaged communities, ensuring transformation, representation and access remain at the heart of its work.

The Market Theatre Laboratory

The Market Lab is a multi-award-winning arts incubator with a reputation for facilitating the development of exceptional young theatre-makers, facilitators, actors, writers and directors, and for creating innovative and relevant new plays. Lab students have the opportunity to work and learn with some of the country's most iconic theatre practitioners, while creating a diverse range of work both individually and within an ensemble. With multiple local, continental and global partners, The Market Lab strives to create enriching experiences that contribute to the personal and artistic growth of each person who participates in our programmes. Alumni have gone on to excel on stage and screen, or chosen to apply their skills in several other industries, including publishing, radio, event management and marketing. Many are playing leadership roles in arts institutions and other contexts, and remain committed to working in the communities that nurtured their growth as young artists.

The Market Photo Workshop



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The Market Photo Workshop (MPW) is a renowned photography school, project space and gallery offering industry-competitive programmes to aspiring visual storytellers at affordable rates. It prepares students for careers in:

- Photography
- Visual Culture
- Photojournalism
- Visual Storytelling

MPW's Public Programmes engage professional photographers, educators, students and the public, creating visual literacy, archiving historic moments and training the next generation of storytellers. The Public Programmes seek to inform trends, practices, methods and contemporary ways of working and thinking in South African photography practice. This is achieved through exposure to a broad understanding of visual culture.

The Photo Workshop Gallery and Gallery 1989 are galleries that produce regular exhibitions and publications.

The Windybrow Arts Centre

Housed in a revitalised 121-year-old Heritage building in Doornfontein, The Windybrow Arts Centre (WAC) is a community-driven space for literacy, cultural exchange and pan-African engagement. The building was built by a mining engineer, Theodore Reneurt, during the height of the Johannesburg gold rush over a century ago.

Embedded in the Hillbrow, a melting pot for cultural diversity, WAC is uniquely positioned to tap into Africa's cultural wealth all in one place.

Working alongside the community of Hillbrow, WAC intends to create legacy programmes that reflect the heritage of the area and, through art, encourage opportunities that empower the youth with knowledge systems that will expand their horizons and expand their vision.

Impact

As an internationally recognised award-winning cultural institution with compelling artistic offerings and public programmes, The Market Theatre Foundation is a true market for social cohesion, pulling audiences of different Socio-Economic Measures (SEM). Our audiences are culturally engaged, brand-conscious and rewarding to organisations that uplift the arts and contribute to social impact.

Partnering with us comes with the following brand value:

- Cultural credibility
- Longevity
- Contribution to transformation through meaningful impact
- Strong governance, internal controls and financial management

1.3 Overview of required services

The scope of the contract shall include but not limited to cleaning the following buildings:

- The Theatre building and Kippies situated at 56 Margaret Masingana Street, Newtown.
- The Market Square building at 138 Lillian Ngoyi Street, Newtown



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- The Windybrow Arts Centre at 161-169 Nugget Street cnr Pieterse, Hillbrow.
- FNB Building at 154 Lillian Ngoyi, Newtown.
- Parking area Facilities at 49 Rahima Moosa Street, Newtown.
- Store at 152 Lillian Ngoyi Street, Newtown.

Should a space not be mentioned it does not mean it is excluded from the services required.

Name of Area	Requirements
Theatre Building • 3 Theatres • 3 green rooms • 4 Public Toilets • Dressing Rooms • Foyers • Box Office • Reception • Pebbles • Market Bar • Gramadoelas (Kitchen and Bar) • Kippies	Hooving, dusting, mopping floors, cleaning of cupboards in kitchens, empty bins, washing dishes, cleaning of chairs, cleaning of fridges, window cleaning of office doors and windows. Ad-hoc boardroom coffee station preparation
Market Square Building • 3 Boardrooms • 5 Rehearsal rooms • Offices and open plan • Kitchens • Bathrooms • Public toilets • Ramolao Makhene Theatre • Dressing Rooms • Offices • Foyer/Reception area • Toilets • Canteen • Storerooms	Internal Services Hooving, dusting, mopping floors, cleaning of cupboards in kitchens, empty bins, washing dishes, cleaning of chairs, cleaning of fridges, window cleaning of office doors and windows. Ad-hoc boardroom coffee station preparation External Services Cleaning of Skylights
MPW • Offices	

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• Classrooms • Digital rooms • Library • Gallery • Kitchen • Open floors • Amphitheatre • Auditorium • Toilets • Dark room • Studio • Processing room • Printing room	Hooving, dusting, mopping floors, cleaning of cupboards in kitchens, empty bins, washing dishes, cleaning of chairs, cleaning of fridges, window cleaning of office doors and windows. Ad-hoc boardroom coffee station preparation
Windybrow Arts Centre • Offices • Theatre • Public toilets • Rehearsal rooms • Kitchens • Bathrooms • Green rooms • Dressing rooms • Foyers • Bar • Parking • Canteen	Hooving, dusting, mopping floors, cleaning of cupboards in kitchens, empty bins, washing dishes, cleaning of chairs, cleaning of fridges,

1.3.1 Staff compliment required

Total Numbers of Staff	Number of Staff per day	Hours per day	Days per week
8 x (Including Supervisor)	8	8	Mon-Friday (07h00-15h00 / 08h00-16h00 / 09h00-17h00)
4	4	6	Sat & Sun (08h00-14h00 / 09h00-15h00)
4	4	6	Public Holidays (08h00-14h00 / 09h00-15h00)
Total number of cleaning staff	8		



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The Market Theatre Foundation reserves the right to increase or decrease the number of cleaners during the contract period of 3 years.

1.4 Period

The services will be provided for a 3-years period.

1.5 Pricing

Service providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of ninety days. The total cost must be VAT inclusive.

Prices charged by the supplier for services performed under the contract shall not vary from the prices quoted by the supplier in his bid.

1.5.1 CONSUMABLES AND CLEANING EQUIPMENT

The service Provider shall supply all cleaning consumables and equipment required to render the daily 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 within 24 hours from the time that such defective equipment is reported by MTF or service provider staff.

The list of cleaning consumable:

- Domestos, Handy Andy, Jik, Sunlight dish washer, Jeyes fluid, Pine gel, Furniture polish, Florshine polish, Air freshner, Different types of cleaning cloths, Sponge scrub (foam), Hand gloves, Brass.etc
The above chemicals is only for example purposes and does not have to be brand specific.

The list of minimum cleaning equipment:

- Vacuum Cleaners, Mops with buckets, Brooms, Dust Cloths and Dusters , Dish Cloths and Sponges

SERVICE LEVEL AGREEMENT

The successful service provider will sign a Service Level Agreement (SLA) that details the terms of the contract including, the scope of work to be delivered, pricing, timeframes, and other relevant contractual obligations of both parties.



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1.5.3 CONTRACT AMENDMENTS

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned

2 Proposal Requirements:

2.1 References

The proposal should include at least three contactable written references from clients who received similar services over the immediate past 5 years.

The referees must be contactable, and the contact details provided must include:

- Contact person
- Company name
- Telephone number
- Email address
- Cell number (if possible)

All candidates must be South African Citizens or Permanent Residents. Preference will be given to designated South African nationals.

As required, MTF may require a visit to one or more of these sites.

2.2 Project participants' experience

Bidders should submit details describing the relevant experience of their proposed staff which will be used to provide the services. The bidder should provide the verification background check of their employees.

The documentation should adequately describe how the Bidder has performed similar services for similar types or size of organisations.

2.3 Contract agreement

The successful Bidder will be required to enter into a contractual agreement with the MTF.

2.4 Compliance with conditions

Bidders are required to comply with all terms and conditions set out in this request for proposal (RFP).

2.5 Disclaimer

Neither the MTF nor any of its consultants accepts any responsibility to any Bidder or other third parties under the law of contract, tort or otherwise, for any loss or damage which may arise from this RFP, any matter deemed to form part of this RFP, the supporting information or documents referred to in this RFP or any information supplied by, or on behalf of, the MTF.

No unsuccessful Bidder will be entitled to any redress against the MTF in the event that the MTF enters into any agreement in relation to the RFP with any other Bidder.

Any costs incurred by the Bidders during the development of the Bidder's response will be at the Bidder's expense and will not be covered by the MTF.

In respect of this request for proposal (RFP) and in addition to other contractual conditions and principles contained herein:

- MTF may elect not to proceed with awarding the bid.
- Bidders will be liable for payment of their own legal costs, whether or not a contract is entered into; and



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- No claims for compensation will lie against the MTF if, following the evaluation of responses, the MTF elects not to conclude a contract with any Bidder.

2.6 Contacts for further information

Bidders wishing to clarify items within this request for proposal (RFP) should contact the MTF representative mentioned below either by email or by telephone. Where the information is not of a confidential nature, MTF reserves the right to distribute copies of all communications to all recipients of the request for proposal (RFP). Queries should be directed to MTF's SCM Assistant indicated below:

Mr. Vickey Pienaar +27 11 832 1641 ext 208 vickeyp@markettheatre.co.za

2.7 Price

Bidders should complete the pricing schedule which clearly sets out the cost of providing the required services, together with any other charges. Other charges should be explained in detail.

The fees should be based on an estimated 40 to 50 hours per week.

The pricing schedule should clearly indicate the hours, and the hourly rate per bidders' staff.

The Bidder must indicate all prices quoted inclusive of VAT (value added tax).

Prices quoted must be valid for at least 90 days from the closing date of the request for proposal (RFP).

It is a condition of this bid that all prices quoted by the Bidder are in Rand with no additional liability flowing to the MTF. Any cost of such shall be deemed to be included in the tender amount.

The Contract Sum shall NOT be subject to any price adjustment by any increase or decrease in the cost of labour from the date of submission of the bid to the completion of the contract. The Bidder must make allowance in rates or elsewhere in the tender for any escalation in costs which may occur.

Any proposal that does not include the pricing schedule will be disqualified.

2.8 Lodgement process

Responses to this RFP must be made in printed form. Responses must be delivered in a sealed envelope accompanied by a covering letter on the letterhead of the Bidder's organisation, duly signed by an authorised representative of the Bidder's organisation.

2.9 Confidentiality of responses and security of intellectual property

Responses shall be received and held in confidence.

2.10 RFP submission

The following information is pertinent to the RFP Submission

Closing Date	14 September 2026
Closing Time	12:00

RFP submissions are to be labelled as follows:

Bid Number	MTF 13/2026-2027
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Description	RFP: OUTSOURCING OF CLEANING SERVICES TO THE MARKET THEATRE FOUNDATION
Compulsory Briefing Date, Time and Physical Address	The Market Square Building 138 Lillian Ngoyi Street Newtown Date: 27 August 2027 @ 11:00

Responses must be received at the following addresses.

Physical Address	The Market Square Building 138 Lillian Ngoyi Street Newtown Place bid documents in the tender box at the reception between 8:00 and 16:00 on weekdays
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- No responses will be accepted after the closing date and time.
- Responses may not be delivered by Telephone or email.
- Bidder pricing details shall remain valid up until 3 months.

2.11 Ownership of documents

All documents forming the response to this RFP shall become the property of the MTF. Intellectual property contained in the response shall remain vested with the Bidder.

2.12 Discrepancies

Bidders are advised that should a discrepancy exist between information contained in this RFP and any subsequent contract documents then the contract documents will prevail.

2.13 Collusive practices

Except to form a consortium to respond to this RFP, a Bidder shall not enter into any agreement with any other Bidder or industry association concerning the preparation of a response to this RFP.

Evidence of collusion may lead to the rejection of all offers pursuant to this RFP and Bidders involved in such practices may be barred from tendering for further contracts with MTF. In addition, Bidders found guilty of collusive practices will be reported to the National Treasury and maybe listed on the Database of Restricted Suppliers.

Bidders may be required to provide a declaration confirming that they have not engaged in collusive practices in relation to this RFP.

3 Special conditions of Response/Contract

The requirements for the services and supporting infrastructure are set out in this RFP. The following requirements relate to all Bids submitted.

3.1 Details required

Where a Bidder proposes alternatives to a stated requirement, they must clearly explain each of the alternatives and set out the advantages, nominating their preferred



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alternative. They must also set out the circumstances in which each alternative is recommended.

3.2 Addenda to response

Information not specifically required for the RFP but deemed by the Bidder to be of value to the evaluation shall be included as an addendum to the Response. Addendum should not include advertising brochures or similar material.

Where there is reference to published manuals, the relevant extracts from the manuals and those alone, shall be placed in the addendum.

3.3 Lingua franca

All information supplied in the Bid Response and all communication in this regard shall be in English.

3.4 Discounts

The Bidder shall set out any discounts and allowances where appropriate, including discounts for prompt payment.

3.5 Proposed prices

The Bidders shall provide the following information regarding pricing:

- Prices offered shall be:
 - in South African currency.
 - be inclusive of value added tax.
- Offered prices shall be inclusive for the complete contract and shall detail prices for individual components
- Prices offered shall be considered firm, unless otherwise stated.
- Bidder pricing details shall remain valid for a period of 90 days.
- The payment policy of MTF is 30 days from the date of receipt of invoice.

3.6 Disclosure of information

No Bidder shall furnish information, make any statement, or issue any document or other written or printed material concerning the acceptance of the response to this RFP for publication in any form of media without prior written approval of the MTF.

3.7 Implementation time frame

MTF has committed itself to implementing the outsourcing of its cleaning services by 1 December 2020-30 November 2023 or as close as practicable to that date. Accordingly, MTF requires Bidders to confirm their capability of providing the proposed services and implementation in order to meet the prescribed deadlines.

3.8 Rights reserved

- At its own discretion, the MTF reserves the right:
- not to accept any Bid resulting from responses to this RFP, in part or in total.
- to, at its own discretion, vary any of the requirements of the services to be delivered during the course of negotiations with the preferred Bidder.

3.9 Inquiries to be prior to closing date

- No inquiries, whether in writing or otherwise, shall be made by Bidders following the closing date for responses to the RFP. Breach of this condition may prejudice consideration of the Bidder's response.



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- A Bidder shall not solicit support from, or in any form canvass any:
- employee of the MTF.
- any committees of the MTF.
- any consultant or contractor currently engaged by the MTF, with respect to any matter pertaining to this RFP. Breach of this condition may prejudice consideration of the Bidder's Response.

4 Format of the Bid Response

Bidders must provide a complete and detailed response to each of the issues raised in this RFP document, and these must be submitted in the prescribed format.

Bidders must submit a signed response in the under-mentioned format.

For ease of evaluation, Bidders are required to present their Bid documentation under the following headings:

4.1 Required Forms

1. Cover letter clearly stating the name of the organisation, address and telephone number and the name of the Bidder's representative.
2. Organisation background, lists of similar (not all) co-sourced or outsourced cleaning services (completed and/or current) including client name, contact person and telephone number.
3. Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
4. Provide an organogram of the individuals to be involved on this project and state their designations. Attach detailed résumé of said individuals.
5. A detailed statement of the Bidder's approach and methodology.
6. A statement from an independent auditor / accountant regarding the Bidder's financial standing to undertake this project, the Bidder's turnover per annum over the last 3 years and a statement of estimated turnover of current commitments.
7. Bidders must ensure that the final offer value is correctly carried over to the "OFFER" page, page 2 of SBD 1. The value depicted on the offer page will be regarded as the tendered amount. The "OFFER" page must be completed in full and signed.
8. Note for joint ventures
 - The items above are to be addressed and completed by **EACH** member of the joint venture.
 - An agreement between all parties of the joint venture is to accompany the Bid submission.
 - A lead consultant is to be appointed and noted in the submission.
 - BEE status is to be based on a profit-sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the Bidders cost.

Compulsory Required documents

9. Original valid tax clearance pin certificate.
10. Original or certified copy of a valid B-BBEE status level verification certificate.
11. Completed SBD1, SBD4, SBD 6.1, SBD8 and SBD9 forms – see attached.
12. Central supplier database report (CSD)

Failure to comply with the requirements above will result in Bidders been negatively scored for responsiveness or disqualified for non-compliance.

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13. Companies whose rate is below the stipulated minimum wages per the bargaining council and gazette in the government gazette no: 54075 on 3 February 2026 for cleaners will be disqualified.
14. Valid COIDA certificate from the Department of Labour.
15. Compulsory Briefing Attendance

Assessment Criteria

Calculation of Functionality Points

Points for functionality will be calculated as follows:

Criteria	Weighting
Location (Please supply rates account (not older than 3 months) / Lease agreement of the business is operating from) • JHB – 10 • Gauteng – 5	10
Company Experience in cleaning services (Please provide a company profile detailing years of experience in cleaning and CIPC Documents) • 10 Years or more - 20 • 8 to 9 Years - 15 • 5 to 7 Years – 10 • 3 to 4 Years - 5 • Below 3 Years – 0	20
Verified References Letters (Please supply a signed reference letter on a company letterhead indicating cleaning services past 5 years) • 5 references and more – 25 • 4 references – 20 • 3 references - 15 • 2 references - 10 • 1 Reference – 5 • No Reference Letters - 0	25
Capacity (Provide CV and a certified copy of South African ID of staff members) • 8 CV and 100% SA ID copy - 15 • No SA ID copy and CV - 0	25



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Experience of the possible supervisor allocated to this project (Please provide a detailed CV of possible supervisor) • 5 yrs or more – 10 • 3 to 4 yrs - 5 • Below 3 Yrs – 0	10
Methodology (Please supply a detailed approach in implementing high quality cleaning methods, staff uniform and health & safety) • Detailed and site-specific method statement - 10 • No Submission - 0	10
Total	100

The minimum qualifying score for functionality is **80 points**. Bids that have achieved the minimum qualification score for functionality will further be evaluated in terms of the preference point system outlined below.

Functionality

The functionality assessment is based on:

- 5.1 Locality: Please supply rates account (not older than 3 months) / Lease agreement of the business is operating from.
- 5.2 Company years of experience in cleaning services: Please provide a company profile detailing years of experience in cleaning and CIPC Documents.
- 5.3 List of verified reference letters: Please supply a signed reference letter on a company letterhead indicating cleaning services past 5 years.
- 5.4 Capacity: Provide CV and a certified copy of South African ID of staff members
- 5.5 Experience of the possible supervisor allocated to this project: (Please provide a detailed CV of possible supervisor
- 5.6 Methodology: (Please supply a detailed approach in implementing high quality cleaning methods, staff uniform and health & safety.

Calculation of Preference Points

- **80/20 Preference Points System for acquisition of services, works or goods to Rand value of R50million:**

The following formula will be used to calculate the points for price:

$$P_s = 80[1 - \frac{(P_t - P_{min})}{P_{min}}]$$

Where

P_s = Points scored for comparative price of tender under consideration



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P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

This document sets out the general basis on which the Evaluation Panel will evaluate the Bids received from the Bidders. The purpose of the evaluation process is to qualify Bidders that demonstrate the commitment, capability, capacity and the suitability to perform the functions and take on the responsibilities and risks assigned to them as the Service Provider. The evaluation will result in a process whereby the Successful Bidder will be appointed as the cleaning service.

The evaluation process is structured on a transparent and objective basis.

5

Glossary

The following definitions are used within this *RFP*:

Headings

- **'Bid'** means a formal submission by a Bidder in response to the RFP document
- **'Bidder/s'** means an entity or entities submitting a Bid as above in response to the RFP and include a Bidder Consortium.
- **'MTF'** means The Market Theatre Foundation.
- **'MPW'** means the Market Photo Workshop.
- **'LAB'** means the Market Laboratory.
- **'WAC'** means Windybrow Arts Centre
- **'Preferred Bidder'** means the Bidder selected by the Evaluation Panel to enter into negotiations with MTF for the provisions of services.
- **'Service Level Agreement'** means the agreement entered into between MTF and the Preferred Bidder setting out the terms and conditions for the cleaning services to be provided by the Preferred Bidder.
- **'CSD'** Central Supplier Database



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ANNEXURE A – SBD1



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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:	MTF 13/2026-2027	CLOSING DATE:	14 September 2026	CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR A PROPOSAL FOR CLEANING SERVICES FOR THE MARKET THEATRE FOUNDATION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
138 Lillian Ngoyi Street,					
Newtown					
JOHANNESBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	VICKEY PIENAAR		CONTACT PERSON	VICKEY PIENAAR	
TELEPHONE NUMBER	011 832 1641		TELEPHONE NUMBER	011 832 1641	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	VICKEYP@MARKETTTHEATRE.CO.ZA		E-MAIL ADDRESS	VICKEYP@MARKETTTHEATRE.CO.ZA	
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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ 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]					



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1. BID SUBMISSION:			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. 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. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			
2. TAX COMPLIANCE REQUIREMENTS			
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 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. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 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."			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			



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PART B

TERMS AND CONDITIONS FOR BIDDING

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

Total Bid Amount	R
------------------	---

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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ANNEXURE B – TAX CLEARANCE PIN CERTIFICATE

SBD
2

TAX CLEARANCE PIN CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



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ANNEXURE C – SBD 3 – Pricing Schedule – Firm Prices (PURCHASES)



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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..... Bd number.....

Closing Time 12:00

Closing date

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

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

- Required by:

- At:

.....

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO



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- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: Firm/not firm
- 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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ANNEXURE D - Declaration of Interest



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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?

YES/NO

- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

- 2.3.1 If so, furnish particulars:



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.....
.....
.....

- 2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.



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- 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder



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ANNEXURE E - SBD 6.1: Preference points claim form to the Preferential Procurement Regulations 2022



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SBD 6.1

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

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 **80/20** preference point system.
- b) 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:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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- 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

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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:

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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.)

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The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned	3	6		
51-99% Black owned	2	4		
100% Black women owned	3	6		
51% to 99% Black women owned	2	4		
5% Youth Ownership	1	2		
2% Owned by persons with disabilities	1	1		
Exempt Micro Enterprise (EME)	0	5		
Qualifying Small Enterprise (QSE)	1	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,

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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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



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ANNEXURE F - SBD 7.2 – Contract Form - Rendering of services

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SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

1. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

2. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
4. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.



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NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1	
2	
DATE:	



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CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....In my capacity as.....
accept your bid under reference number dated..... for the
rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms
and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTI ON	MINIMUM THRESHOL D FOR LOCAL PRODUCTI ON AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

2

DATE:



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ANNEXURE G - SBD 8 - Declaration of bidder's past supply chain management practices



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SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		



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4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



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ANNEXURE H - SBD 9 - Certificate of independent bid determination



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SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION



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I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.



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.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

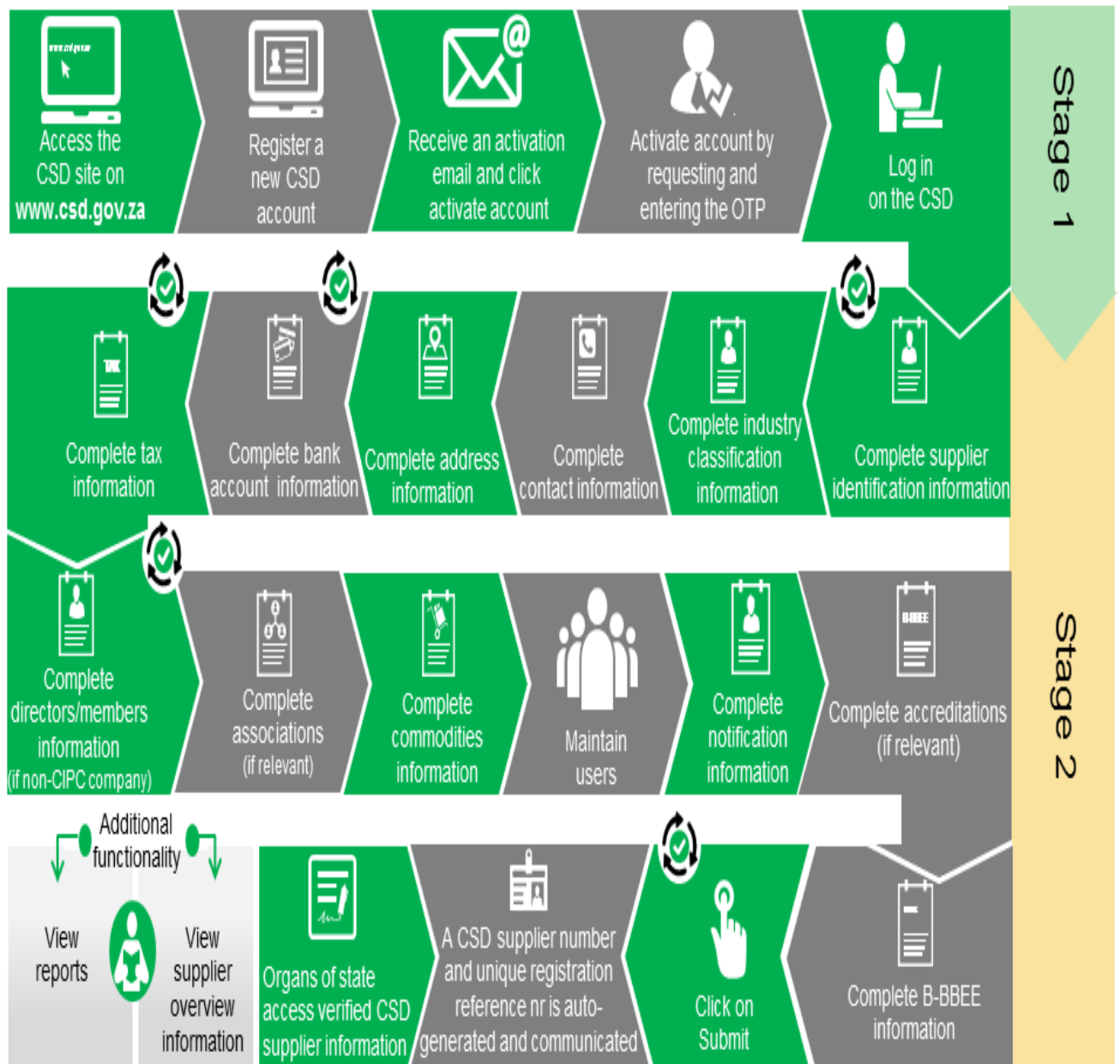


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ANNEXURE I - CSD Registration - Procedure on registration onto the central supplier database

Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.



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ANNEXURE J – PRICING SCHEDULE

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PRICING SCHEDULE

Each bidder is required to complete the following pricing schedule to assist in the evaluation of bids. **Pricing table**

Service	Hours per month	Quantity	Price per hour	Price per month
Cleaners Mon to Friday	160	8	R	R
Sat & Sun (08h00-14h00 / 09h00-15h00)	56	4	R	R
Public Holidays (08h00-14h00 / 09h00-15h00)	84 (Hours for the year)	4	R	R
Total for year 1 incl VAT				R

2. Escalations

Kindly note that the contract is a three (3) year period. Please provide the cost including escalation (if any) for year 2 and 3.

Year	Percentage escalation	Total incl VAT
Year 2	%	R
Year 3	%	R

Please stipulate what the percentage will be.

Total for 3 years (inclusive of VAT 15%)	R
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3. Additional hours

If the monthly hours spent exceed the number of hours in 1 above, please indicate at what price the additional hours will be invoiced and how additional hours will be calculated.

Service	Price per additional hour (over and above hours in TABLE 1)

Description of how additional hours will be calculated:



REQUEST FOR PROPOSAL

CLEANING SERVICES

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