



Mandatory documents to return with the quote

1. Valid BBBEE certificate or BBBEE affidavit
2. Valid (COIDA – Compensation for Occupational Injuries and Diseases Act). Letter of Good Standing
3. Valid Proof of registration with the National Contract Cleaners Association(NCCA) or BCCCI or BEECA. Attach copy of certificate. Verification of being an active member will be done at award stage
4. Partnership agreement or letter with an accredited service provider for waste removal. Once the appointment is done the third part might be requested to submit certificate.

Enquiries: Siduduzo.mbatha@bma.gov.za (Technical Enquiries)
suppliers.enquiries@bma.gov.za (SCM Enquiries)

BID DOCUMENTS ARE TO BE DEPOSITED IN THE TENDER BOX AT:

**BMA OFFICE
67 KORANNA AVENUE
CENTURION
PRETORIA**

Closing date and time: 20 JUNE 2025 @11:00am

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED FOR SALARY ADJUSTMENT AT THE PERIODS AND TIMES SPECIFIED BY DEPARTMENT OF EMPLOYMENT. AND LABOUR

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

Name of bidder..... Bid Number: **E013S2605OTH00027**

Closing Time: **11:00**

Closing date: **20 JUNE 2025**

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

	RICHARDSBAY HARBOUR (SITE A)				
ITEM NO	Description	Quantity	YEAR 1 Price Per Annum	YEAR 2 Price Per Annum	YEAR 3 Price Per Annum
	Supply Of Work Force	1 Cleaner			
	Staff (Must comply with minimum gazette rate, any amounts below gazzeted rate will lead to disqualification)	(Mon-Friday 07:30-16:00)			
		Car washer preferably male Twice per week			
		1 Supervisor			
	Total cost for work force for 36 months (Year 1 + Year 2 + Year 3)			R_____	
	Supply of Equipment	Quantity	Unit of Measure		Total price (36 Months)
	Office Deep Cleaning ,Fumigation and Pest Control (200m2)	6	Bi-annually	3 years	
	Microfibre cleaning cloths 10x400x400mm	10	each	Per year	
	Kitchen cloths (small & big)	12	each	3 years	
	Small brooms with scoops	4	each	Per year	

	Normal inside broom	4	each	Per year	
	Trolley Mops with buckets	4	each	Per year	
	Micro fiber broom/mops	4	each	Per year	
	Tile polish machine	1	each	Per year	
	Outside broom	1	each	Per year	
	Dust bins	4	each	Per year	
	Further Duster	4	each	Per year	
	She bins	2	each	Once off	
	Supply Of Cleaning Materials	Quantity	Unit of Measure	Price per month	Total price (36 Months) Excl VAT
	Hand wash	3	1 Litre		
	Furniture Polish	2	750 ml		
	Pine Gel	2	5Litre		
	Thick Bleach	2	5 Litre		
	Dish Washer Liquid Soap	1	5 Litre		
	Window Cleaner	2	750 ml		
	Heavy Duty Refuse Bags	2	Pack of 20		
	Bin bags	3	Pack of 20 (equivalent to 10L bin)		
	Rubber gloves Yellow	2	pairs		
	Two ply Toilet paper	2	Bale of 48		
	Disinfectant	2	5 litre		
	Floor Wax Liquid Polish	2	5 litre		
	Paper hand towels 2ply	2	Pack of 2000		
	Car polish	1	750 ml		
	Urinary blocks	4	blocks		
	Air freshener 250ml	1	Pack of 6		
	Insect killer	1	750 ml		
	Cleaning sponge	1	Pack of 3		

	Masks	1	Pack of 20		
	Car Shampoo	1	2 Litre		
	Toilet cleaning brush set	4	set		
	She bins waste removal (must be lined with biodegradable bags and treated with an antimicrobial powder to neutralize bacteria and Oduor between services interval)		Monthly		
SUB-TOTAL					
VAT AT 15%					
TOTAL					
DURBAN HARBOUR (SITE B)					
	Description	Quantity	YEAR 1 Price Per Annum	YEAR 2 Price Per Annum	YEAR 3 Price Per Annum
	Supply Of Work Force Staff (Must comply with minimum gazette rate, any amounts below gazzeted rate will lead to disqualification)	3 x cleaners (Mon-Friday 07:30-16:00)			
		1 x Car washer preferably male five times a week			
		1 x Supervisor (Mon-Friday 07:30-16:00)			
	Total cost for work force for 36 months (Year 1 + Year 2 + Year 3)			R _____	
	Supply Of Equipment	Quantity	Unit of Measure		Total price (36 Months) Excl VAT
	Office Deep Cleaning ,Fumigation and Pest Control (200m2)	6	Bi-annually	3 years	
	Small brooms with scoops	14	Each	Per year	
	Normal inside broom	14	Each	Per year	
	Trolley Mops with buckets	7	Each	Per year	
		3	Each	Per year	

	Micro Fibre broom/mops				
	Heavy duty carpet cleaner (wet and dry)	2	Each	Per year	
	Multi-functional Industrial wet and dry vacuum cleaners.	1	Each	Per year	
	Toilet roll holders	10	Each	Per year	
	Vinyl floor machine cleaner	1	Each	Per year	
	Wall mounted bins	10	Each	Per year	
	Hand soap dispenser	6	Each	Per year	
	Toilet cleaning brush sets	22	set	Twice a year	
	She bins	8	Each	Per year	
	Hand Towel dispensers	6	Each	Per year	
	Dust bins	6	Each	Per year	
	Further Duster	7	Each	Per year	
	Fibre cloths	20	Each	Per year	
	She packets dispenser	8	Each	Per year	
	Grass Trimmer	1	Each	Per year	
	Spade	2	Each	Per year	
	Garden fork	2	Each	Per year	
	Wheel barrow	2	Each	Per year	
	Garden hoe	2	Each	Per year	
	Fan rake	2	Each	Per year	
	Weeder	2	Each	Per year	
	Leaf rake	2	Each	Per year	
	Trowel	2	Each	Per year	
	Garden hose (30 meters)	1	Each	Per year	
	Supply Of Cleaning Materials	Quantity	Unit of Measure	Price per month	Total price (36 Months) Excl VAT
	Double ply toilet paper	30	Bale of 48		
	Plastic Heavy Duty Refuse	10	Pack of 20		

	bags (For office, kitchen, outside and parking)				
	Window Cleaners	5	750 ml		
	Toilet bowl cleaner	5	5 Litre		
	Ammoniated cream cleaner	3	5 Litre		
	Thick Bleach	3	5 Litre		
	Dishwashing liquid soap	4	5 Litre		
	Bin bags	5	Pack of 20 (equivalent to 10 L bin)		
	Rubber Glover (yellow)	14	pairs		
	Pine Gel	2	5 Litre		
	Liquid Furniture polish	10	750 ml		
	Wooden Floor Polish	5	5 Litre		
	Vinyl Floor Cleaning Liquid	5	5 Litre		
	Hand paper towels	5 boxes	Pack of 2000		
	Scrubbing/ Stripping pads	3	Each		
	Toilet blocks	2	bucket		
	Sanitary pad packet	3	packets of 30		
	Air Freshener	2	Pack of 6		
	Insect killer	1	750 ml		
	Car Polish	5	750 ml		
	Car Shampoo	1	5 Litre		
	Cleaning sponge	1	Pack of 6		
	She bins waste removal (must be lined with biodegradable bags and treated with an antimicrobial powder to neutralize bacteria and Oduor between services interval)		monthly		
SUB-TOTAL					
VAT AT 15%					
TOTAL					
	GRAND TOTAL FOR ALL SITES (A+B) (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)		R _____		

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company is owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 10 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	10	
The company is owned / director/s / shareholders by people who are black women. 100% company owned by people who are black women = 7 points ≥51% and <100% company owned by people who are black women = 3 points >0% and <51% company owned by people who are black women = 1points 0% company owned by people who are black women = 0 points	7	
An EME or QSE which is at least 51% owned by black people	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation

- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	