



OFFICE OF THE PREMIER

REQUEST FOR QUOTATION: HYGIENE SERVICES AT DSC OFFICE BLOCK

1. PURPOSE

The purpose of this request for quotation (RFQ) is to appoint a service provider to provide hygiene services to the Office of the Premier for a period of 3 years **(36 months)**. This particular bid will be evaluated on the 80/20 principle as guided by the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022.

2. SCOPE OF WORK:

The scope of work consists of 2 parts:

Part 1: Once-off installation of equipment and service thereof.

Part 2: Monthly chemical deep clean at DSC Office Block

PART 1 -*NB Once-off installation equipment and maintenance thereof:

Equipment	Service frequency	Quantity
Wall Bin	Rental Only	49
Tear & Dry Paper Towel Dispenser	Rental Only	4
Microburst Air freshener	Monthly	31
TR2 Toilet Roll Holder	Rental Only	52
Simplicity Paper Towel Dispenser	Rental Only	6
Sanitary Bin	Weekly	35
Foam Soap Dispenser 800ml	2 Weekly	46
Stainless Steel Hand Dryer	Rental Only	2
Auto Sanitizer Dispenser	Monthly	17
Urinal Mat Round	Monthly	17
Seat Sanitizer Dispenser	Monthly	52
Paper Towel Dispenser Smart Compact	Rental Only	36

PART 2- Chemical Deep Clean of Bathrooms:

Chemical Deep Clean of Bathrooms		
Unit Type	Service Frequency	Quantity
Toilets	Monthly	52
Urinal Bowls	Monthly	17
Basins	Monthly	52

3. CONTRACT PERIOD/ DURATION:

The successful bidder will be responsible for the provision of hygiene services to the Office of the Premier for a period of three years **(36 months)**.

4. COST BREAK DOWN

Grand total pricing should be VAT inclusive. VAT may only be charged by service providers registered for VAT by means of a unique registration number issued by South African Revenue Services (SARS). The VAT registration number must be indicated on the original invoice submitted for payment.

5. EVALUATION CRITERIA

The bid will be evaluated on the 80/20 principle as guided by the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022.

Stage 1: Compliance with minimum requirements. The minimum requirements to participate in this request are:

- Proof of Central Supplier Database (CSD) registration. (Unique MAAA-number)
- Bidder's CSD must reflect tax compliant status at closing date. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
- SDB4 form (Please find attached)
- Critical Information (Please find Attached)

Stage 2: Price and Specific Goals points' calculation

Price	80
Specific Goals	20

CLOSING DATE:

Completed quotation proposals must be submitted in a sealed envelope and must be handed in at the Assistant Manager: SCM. Closing details are as follows:

Date: Friday, 22 September 2023
Time: 11h00
Venue: Office of the Premier
DSC Office Block, Block B 1st Floor Room 14

For any enquiries please contact: **Ms P Meruti** at 071 683 4033 or **PMeruti@ncpg.gov.za**



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CHIEF FINANCIAL OFFICER