REPUBLIC OF SOUTH AFRICA
Office of the Chief Justice Private Bag X 10, Marshalltown, Johannesburg, 2107 • 188 14th Road, Noordwyk, Midrand • Tel: 010 493 2500 • Fax: • Website: www.judiciary.org.za

REQUEST FOR QUOTATION FORM	
Request for quotation description	**SUPPLY OF HYGIENE SERVICES FOR THE OFFICE OF THE CHIEF JUSTICE**
OCJ quote reference number:	FM 2026/AUG/12
RFQ issued date	12 August 2026
Closing date and time:	19 August 2026 at 11:00
Requested by	**Azande Mbanjwa / Mogomotsi Masilo**
Compulsory briefing session	**Yes**

You are hereby requested to provide the Office of the Chief Justice with a price quotation as per the attached specifications.

Conditions of the RFQ:

1. All prices must be firm and must be inclusive of VAT (Only if a bidder is a VAT Vendor).
2. Prices must be valid for at least 60 days from the quotation date.
3. The delivery period must be indicated on SBD 3.1
4. All required documentation to be submitted with your proposal/quotation are attached with this request.
5. Proposals submitted after the closing date and time will not be considered.
6. All proposals must be forwarded to OCJQuotations@judiciary.org.za and no hand delivered proposals will be accepted
7. Successful service provider will be subjected to company screening as per the OCJ's Screening Policy
8. The general conditions of contract as published by National Treasury will apply to all contracts entered into between the OCJ and the supplier.
9. Required returnable Documents: Duly completed and signed SBD forms (SBD1, SBD 3 SBD 4 & SBD 6.1)
   - NB: SBD 6.1 Should be accompanied by the following documents where specific goals is applicable:
     - Letter from a Medical Doctor confirming a disability.

Bidders must reduce all telephonic enquiries to writing and send it to the above email address

ENQUIRIES SHOULD BE DIRECTED TO BELOW PERSONS			
Supply Chain Management		**Clarity on specifications**	
Name:	Nhlumko Hlungwane.	Name:	Azande Mbanjwa / Mogomotsi Masilo
Tel/cell no.		Tel/cell no.	010 493 8764 / 010 493 2518
Email:	nhlungwane@judiciary.org.za	Email:	AMbanjwa@judiciary.org.za MogMasilo@judiciary.org.za

1. PURPOSE AND BACKGROUND

1.1. PURPOSE

The purpose of this is to request bids from suitably qualified and experienced service providers to render hygiene services at the Office of the Chief Justice (OCJ) for a period of 24 Months as a term contract.

1.2. BACKGROUND

The Office of the Chief Justice has identified the need for hygiene services as the contract of the 24 months.

2. DELIVERY ADDRESS

The goods and or services must be supplied or provided at the following physical address(es).

	Physical Address	GPS Coordinates (optional)
1.	188, 14th Road, Noordwyk, Midrand, Gauteng	

3. SCOPE OF WORK

3.1 Supply and replacement of urinal dome sanitizers monthly. The OCJ national office has twenty (20) urinals. The design of the urinal sanitisers should enable proper fit, reduce splash and be scented.
3.2 Maintain and disposal of medical waste for twenty-three (23) SHE bins weekly.
3.3 Supply of 30 sanitary towel bags each per cubicle for 23 cubicles monthly.
3.4 Servicing of SHE bins weekly (cleaning, disinfect and replace plastic bin lining)

4.PRICING SCHEDULE

A: Year 1

SERVICE DESCRIPTION	QUANTITY	QUANTITY	FREQUENCY	ALL INCLUSIVE MONTHLY COST	TOTAL COST FOR 12 MONTHS
Supply and replacement of urinal dome	20	20	Monthly		
Maintain and disposal of medical waste for SHE bins (cleaning, disinfect and replace plastic bin lining)	23	23	weekly		
Supply 30 sanitary towel bags for each cubicle	30 sanitary towel bags for 23 SHE Bins	690	Monthly		
				SUB-TOTAL	
				VAT @ 15%	
				GRAND TOTAL	

B: Year 2

SERVICE DESCRIPTION	QUANTITY	QUANTITY	FREQUENCY	ALL INCLUSIVE MONTHLY COST	TOTAL COST FOR 12 MONTHS
Supply and replacement of urinal done	20	20	Monthly		
Maintain and disposal of medical waste for SHE bins (cleaning, disinfect and replace plastic bin lining)	23	23	weekly		
Supply 30 sanitary towel bags for each cubicle	3 sanitary towel bags for 23 SHE bins	690	Monthly		
				SUB-TOTAL	
				VAT @ 15%	
				GRAND TOTAL	
				GRAND TOTAL FOR 24 MONTHS (INCL VAT)	

5. COMPLIANCE REQUIREMENTS

4.1. A compulsory briefing session will be held at the OCJ National Office at 188 14th Road Noordwyk, Midrand on the specified date and time.

4.2. This will be a term contract of 24 Months

4.3. Goods supplied must be SABS approved where applicable.

5. TERMS AND CONDITIONS

5.1. All services delivered must be accompanied by a delivery note which will be signed off by Facilities Management Official or delegated OCJ official.

5.2. The appointed service provider remains liable for any injury, damage or loss incurred by the OCJ, its staff and stakeholders through its own negligence or parties active on its behalf.

5.3. Successful bidder will enter into a service level agreement with the Office of the Chief Justice

6. HEALTH AND SAFETY COMPLIANCE

6.1 Comply to all occupational Health and Safety prescripts;

6.2 Comply to all security and safety prescripts.

7. EVALUATION AND SELECTION CRITERIA

The OCJ has set minimum standards known as gates, which are minimum standards that bidders need to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following.

Table 1: Evaluation and Selection Criteria

Administration Compliance (Gate 0)	**Technical Mandatory (Gate 1)**	**Price and Preference Points Evaluation (Gate 2)**
Bidders must submit all documents as outlined in **Table 2** below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidders must submit all documents as outlined in **Table 3** below. Only bidders that comply with ALL these criteria will proceed to Gate 2.	Gate 2 will only apply to bidder(s) who have met all the mandatory requirements on Gate 1.

7.1 Gate 0: Administration Compliance

7.1.1 ADMINISTRATIVE COMPLIANCE VERIFICATION

(1) The bidder must comply with ALL of the bid Administration Compliance Requirements in order for the bid to be accepted for evaluation.

(2) If the Bidder failed to comply with any of the Administrative Compliance Requirements, or if OCJ is unable to verify whether the Compliance requirements are met, then OCJ reserves the right to-

(a) Reject the bid and not evaluate it, or

(b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

7.1.2 ADMINISTRATIVE COMPLIANCE REQUIREMENTS

(1) **Submission of bid response**: The bidder has submitted a bid response documentation pack –
   (a) that was delivered at the email address and within the stipulated date and time as specified in the "Invitation to Bid" cover page, and;
   (b) in the correct format as one original document,

(2) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 4A of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD

The following documentation are regarded as administrative in nature and must submitted with proposal:

Table 2: Gate 0 - Administration Compliance

ADMINISTRATIVE REQUIREMENTS	HOW TO COMPLETE THE DOCUMENTS
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document
Pricing Schedule - SBD 3.3	Complete and sign the supplied pro forma document. Submit full details of the pricing proposal. A fully completed pricing schedule on the prescribed template must be submitted. (i.e., **SBD 3.3 – pricing schedule) (NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED**).
Bidder's Disclosure Form – SBD 4	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Preference Points.
Registration on Central Supplier Database (CSD)	The Service provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.

2.2 Gate 1: Technical Mandatory Requirements

Failure to adhere to the following conditions will disqualify the bidder's proposal:
Table 3: Gate 1 – Technical Mandatory Requirements

MANDATORY DOCUMENTS	HOW TO COMPLETE THE DOCUMENTS
Briefing Session	Physical, Office of the Chief Justice, National Office
Compliance with the Specification	Service provided must comply with the Specification / Scope of Bid above

2.3 Gate 1: Price and Preferential Points Evaluation (80+20) = 100 points

7.1.1. Only bidders that have met mandatory requirement on in Gate 1 will be evaluated in Gate 2 for price and Preferential Points. Price and Preferential Points will be evaluated as follows:

7.1.2. In terms of Regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

a) The bid price (maximum 80 points)
b) Specific Goals (maximum 20 points)

7.1.3. Stage 1 – Price Evaluation (80 Points)

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

Where
Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

Criteria	Points
Price Evaluation $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$	80

7.1.4. Stage 2 – Preferential Points Evaluation (20 Points)
7.1.5. Stage 3 (80 + 20 = 100 points)

7.1.6. The Price and Preferential points will be consolidated.
7.1.7. Preferential Points allocation

a) A maximum of 20 points may be allocated to a tenderer for the Specific Goals in accordance with attached SBD 6.1.

8. PRICING SCHEDULE

8.1 The pricing must be completed as per the attached **Pricing Schedule – SBD 3.3**

VERY IMPORTANT:

PLEASE TAKE NOTE: ALL OVERHEADS AND OPERATIONAL EXPENDITURE ARE INCLUSIVE IN THE VAT QUOTATION PRICE.

9. THE DELIVERY ADDRESS

The address of which hygiene services requested is as follows:

Office of the Chief Justice
188 14th Road
Noordwyk
Midrand
1685

Submitted by:

Name: Azande Mbanjwa
Rank: SAO: Facilities Management
Date: 11/01/2026.

Name of Bidder: ..... Bid No.: .....

Request for Quotation: Hygiene Service

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: .....BID NO.: .....

CLOSING TIME 11:00 CLOSING DATE.....

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
	1. The accompanying information must be used for the formulation of proposals. 2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. 3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)	R.....

Name of Bidder: ..... Bid No.: .....

Request for Quotation: Hygiene Service

NO.	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL COSTS (EXCL. VAT)
	YEAR 1			
1.	Supply and replacement of urinal dome	20	R.....	R.....
2.	Maintain and disposal of medical waste for SHE bins (cleaning, disinfect and replace plastic bin lining)	23	R.....	R.....
3.	Supply 30 sanitary towel bags for each cubicle	690	R.....	R.....
TOTAL COST (EXCLUDING VAT)				R.....
VAT				R.....
TOTAL COST (INCLUDING VAT)				R.....

Name of Bidder: ..... Bid No.: .....

Request for Quotation: Hygiene Services

NO.	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL COSTS (EXCL. VAT)
	YEAR 2			
1.	Supply and replacement of urinal dome	20	R.....	R.....
2.	Maintain and disposal of medical waste for SHE bins (cleaning, disinfect and replace plastic bin lining)	23	R.....	R.....
3.	Supply 30 sanitary towel bags for each cubicle	690	R.....	R.....
TOTAL COST (EXCLUDING VAT)				R.....
VAT				R.....
TOTAL COST (INCLUDING VAT)				R.....

** all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

4. Period required for commencement with project after acceptance of bid .....

5. Estimated man-days for completion of project .....

6. The pricing provided by the bidder shall be firm for the contract period and shall not be subject to any price adjustments (such. CPI, ROE, etc.).

Any enquiries regarding bidding procedures may be directed to the –

OFFICE OF THE CHIEF JUSTICE
188 14th Road Noordwyk
Midrand
Johannesburg

Or for technical information –

Name of Bidder: ..... Bid No.: .....

Request for Quotation: Hygiene Services

Email: OCJQuotations@judiciary.org.za
Tel: 010 493 2500

Company Representative: Name	Position in Company	Signature	Date