

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Cleaning service for Cape Town offices		
Quotation or Proposal no:	RFX 6000000879		
RFQ Issue date:	09 June 2022		
Closing Date	21 June 2022		
Compulsory Site briefing	17 June 2022 39 Silverboom Avenue, Platteklouf, Cape Town, South Africa		
Closing time:	10h00	Validity period:	60 days

You are invited to provide a quote to carry out the services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Zanele Zulu
Telephone no:	011 471 4432
E-mail:	<a href="mailto:Quotations6@sentechn.co.za">Quotations6@sentechn.co.za</a>

## Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:**

(in ..... words)  
 .....Rand;  
 R.....(in figures)

**THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE**

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## RFQ Data

### 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database.
- 1.2. **Quotations must be in a Company Letterhead.**
- 1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.5. Quotations must be submitted via Email.
- 1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### 3. BRIEFING SESSION

N/A

### 4. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

#### 4.1. Functional / Quality criteria

Minimum Score to Qualify for Further Evaluation	
---	--

#### 4.2. The price weighting applicable for RFQ are as follows:

Price	Points
Price:	100
Total must equal:	100

#### 4.3. Price Calculation 100

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

$$P_s = 100 \left[ \frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

$P_s$	=	Points scored for price of bid under consideration
$P_t$	=	Rand value of bid under consideration
$P_{min}$	=	Rand value of lowest acceptable bid

## 5. SCOPE OF WORK

### SCOPE OF WORK FOR CAPE TOWN REGIONAL OFFICE CLEANING SERVICES

#### Contract Duration – 36 months

Contract to commence on the 1<sup>st</sup> August 2022 Until 31<sup>st</sup> July 2025

#### Supply of cleaning service as per the following specifications:

- 5 (five) days x per week, Public Holidays and weekends excluded from 08h00 to 15h30.
- All cleaning material and equipment will be supplied by Sentech.
- Cleaning, vacuum and maintaining cleanliness of carpets.
- Cleaning, and maintaining cleanliness of all floors (including sweeping, washing, and polishing).
- Cleaning and maintaining hygienic condition of bathrooms all day long or as long as required (including showers, toilets, urinals).
- Cleaning and maintaining hygienic and tidy condition of the kitchen all day long or as long as required.
- Cleaning of dustbins regularly.
- Cleaning of windows as and when needed.
- Assist with Sentech functions as required at the office (cleaning before and after function from 08:h00 to 15:h30).
- Washing and polishing counter tops, tables, cabinets, and all wooden furniture.
- Washing bathroom hand towels, kitchen towels and other laundry items regularly.
- Cleaning kitchen and boardroom fridges regularly.
- Wiping boardroom white board when required to do so.
- Washing of kitchen and boardroom cupboards when required to do so.
- Carpets to be deep cleaned/upholstered annually.