REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	**Appointment of a Service Provider to Render Cleaning and Gardening Services for a period of Three (3) Years at Sentech's Middelburg Operational Centre, Eastern Cape, within the Southern Region.**		
Quotation or Proposal no:	**RFX 6000003812**		
RFQ Issue date:	**05 November 2026**		
Compulsory Site Briefing date and time:	**17 November 2026**	**Sentech Middelburg OC, No. 82 Du Plessis Street, Middelburg, Eastern Cape, 5900 11:00**	
Closing date:	**25 November 2026**		
Closing time:	**12h00**	**Validity period:**	**90 days**

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	**Nomaswazi Mhlanga**
Telephone no:	**083 644 5066**
E-mail:	**Quotations3@sentech.co.za**

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

1.1. 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 they are tax compliant and that all required information is submitted to Sentech. 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 or the method specified in this RFQ

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. **AWARD OF RFQ's**

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made.

Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

7. . RFQ EVALUATION METHOD

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

Evaluation Method	1. **Stage 1 – Administrative Responsiveness Evaluation** All the Quotations will be evaluated against the **Administrative responsiveness requirements** as set out in section 1 of the RFQ Data. 2. **Stage 2 – Mandatory Evaluation Criteria** The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further. 3. **Stage 3 – Price and Preference** Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.

7.1. Mandatory Evaluation Criteria

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
a. Provide valid proof of COIDA registration of a Letter of Good Standing issued by the Department of Labour or FEM		**Valid COIDA Certificate reflecting Cleaning & Garden Services as the registered Nature of Business**	
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further			

7.2. Functional Evaluation Criteria

Functionality criteria	Proof Required	Points
a. Company Experience in Cleaning and Gardening Services Provide a detailed company profile along with a list of services successfully completed over the past years. • 3 and above Years of Experience…20 Points • 2 Years of Experience……15 Points • 1 Years of Experience……10 Points • 0 Years of Experience .....0 Points	**Company Profile and Contract list**	**20**
b. Completed Contracts for Cleaning and Gardening Services Provide proof of completed contracts in the form of reference letters or completion certificates for Cleaning and Gardening Services. Contracts must have been completed successfully and have a duration of at least three (3) months. • 5 and above contracts completed (Cleaning and Gardening services)……...……....20 Points • 3 to 4 contracts completed ……...15 Points • 1 to 2 contracts completed ……10 Points • 0 contracts completed …….0 Points	**Reference Letters / Completion Certificates 20**	**20**
c. Knowledge and Capacity in Cleaning and Gardening Services Demonstrated knowledge and capacity to provide Cleaning and Gardening Services. Provide CV(s) of the Supervisor/Team Leader responsible for cleaning and gardening operations, indicating relevant industry experience. • 6 years and above experience in Cleaning and Gardening Services…….20 Points • 4 to 5 years' experience…….15 Points • 1 to 3 years' experience……..7 Points • Less than 1 year experience……..3 Points	**Detailed CV(s)**	**20**
Total Points:		**60**

Total minimum qualifying functional score is 35 points

8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	8	A valid BBBEE Certificate showing at least 51% black ownership
	3	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	1	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	10	A valid BBBEE Certificate showing at least 51% women ownership
	6	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
Total Points	**20**	

a. Price Calculation 80/20

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

$$Ps = 80 \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps	=	Points scored for price of bid under consideration
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid