



## REQUEST FOR QUOTATION

Provision of Cleaning Services for a Period of Three Years for the Sea Point City Improvement District (SPCID) (Commencing from the period of Appointment)

**Closing Date: 19/06/2026**

Quotation Reference Number: RFQSC710/2026

Item Number	Quotation Description	Quantity Required	Delivery Period/ Dates	Price in South African Currency (inclusive of VAT)
RFQSC710/2026	Provision of Cleaning Services for a Period of Three Years for the Sea Point City Improvement District (SPCID) (Specifications below)	See Below	01 July 2026 to 30 June 2029	

Issued by SPCID

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FOR SEA POINT CITY IMPROVEMENT DISTRICT (SPCID)

## GENERAL CONDITIONS

- Quotations will be evaluated on 80 /20 Scoring System
- 80 points allocated for price and 20 points allocated for BBBEE & Preferential Procurement
- Points will be awarded to bidders for attaining the B-BBEE status level of contributor in accordance with the table below.

B-BBEE Status level of contributor	Number of points	Points claimed by the bidder
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non –compliant contributor	0	

- Suppliers registered on Central Supplier Database (CSD) to supply registration details
- The quotation must be emailed to [support@seapointcid.org](mailto:support@seapointcid.org)
- Further information regarding this quote may be obtained from [support@seapointcid.org](mailto:support@seapointcid.org)
- All quotations received after the closing date will not be accepted
- Acceptance of a quotation will be subject to Sea Point City Improvement District (SPCID) board approval
- All suppliers are required to fill in and submit the Declaration of Interest Certificate below
- A current list of references where similar work was undertaken should be supplied
- All suppliers must submit valid tax pin and Broad-Based Economic Empowerment Status Level Certificates

## **SPECIFIC CONDITIONS**

- The appointment of the service provider will not necessarily be based on the lowest quote.
- Quotes should be detailed and specify the services and cost; market related prices will be negotiated with the preferred service provider.
- Sea Point City Improvement District (SPCID) reserves the right not to award the contract.
- Quotes should be on the company letterhead, indicating the VAT registration number.
- The declaration of interest form must be filled in, signed and returned with the quotation.
- Failure to complete and stamp the declaration of interest form may result in the disqualification of the quotation.
- Failure to submit all documents as required will result in disqualification.
- Sea Point City Improvement District (SPCID) cannot award contracts to provide goods and services to a person in the employ or a Director of the Sea Point City Improvement District (SPCID) whose participation in quotation process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- Sea Point City Improvement District (SPCID) may request service providers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- Sea Point City Improvement District (SPCID) reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/bid to the highest scoring bidder if such a bidder has been awarded a bid by Sea Point City Improvement District (SPCID) or has performed services for Sea Point City Improvement District (SPCID), during the last 12 months prior to the closing date of the RFQ/bid.
- Sea Point City Improvement District (SPCID) reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments

**SUPPLIER INFORMATION FORM**

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
BBBEE STATUS LEVEL		
BBBEE CERTIFICATE EXPIRY DATE		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	

	ACCOUNT NUMBER	
	ACCOUNT NAME	

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

- I .....hereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not directly or indirectly linked to the Sea Point City Improvement District (SPCID) as their participation in procurement process may result in a conflict of interest.
- I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Sea Point City Improvement District (SPCID) shall have the right to recover any losses or damages sustained by Sea Point City Improvement District (SPCID) under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

## TERMS OF REFERENCE

### Provision of Cleaning Services for a Period of Three Years for the Sea Point City Improvement District (SPCID)

#### BACKGROUND

The Sea Point City Improvement District (SPCID) is a non-profit company in a defined geographic area within which property owners agree to pay for supplementary and complementary services set to enhance the physical and social environment of the area.

The Sea Point CID area covers the main business district i.e. roads which fall specifically between the Queen's Circle at the Regent Road, Bantry Bay end of the business strip and Glengariff Road at the Main Road, Green Point end and everything in between.

Cleaning and Urban Management is a prominent feature of any City Improvement District. The aim is to provide a comprehensive Cleaning and Urban Management Services for the Sea Point City Improvement District (SPCID) area.

#### OBJECTIVE

- Maintain a Clean and Well-Maintained Urban Area, 7 Days a Week
- Prevent Littering
- Provide suitably trained cleaning staff
- Provide staff Management
- Provide cleaning awareness campaigns
- Ensure integration of services with City of Cape Town cleaning departments
- Recruit and maintain high quality staff
- Coordinate, Support and maintain healthy relationships with City of Cape Town and other Agencies, where applicable
- Coordinate cleaning operations

#### MANAGEMENT

The management of Sea Point City Improvement District (SPCID) will be responsible for managing the service providers, ensuring compliance and delivery of contractual obligations.

## **PROJECT DELIVERABLES**

This tender (Supply of Cleaning Services to the Sea Point City Improvement District (SPCID) for a period of 3 Years) incorporates the following deliverables (please provide detailed costings)

- Supply Cleaning Services 7 Days a Week
- 1 x Supervisor
- 4 x Cleaners on rotation and 3 on duty
- 1 x Reliever (Allow for Staff Rotation)
- All Cleaning Equipment to be included in costing (Brooms, Gloves, Garbage Bags, Other Cleaning Materials)
- Garbage Collection done by the City (coordinate collection)
- Staff Transport (where applicable)
- Provide for UIF, SDL and other Statutory Requirements
- Cleaning Services - Daily from 07:30 to 16:30
- Provision for Overtime in the Costings (Please supply breakdown)
- Uniform for all Cleaning Personnel
- Branding of Uniforms (Dual Branding)
- All PPE Covid-19 Requirements met to allow staff to perform duties
- Insurance Cover - Public Liability Confirmation to be supplied

## **MANDATORY SUBMISSION REQUIREMENTS**

Non submission of the below documents will result in the quotation being disqualified · The supplier must submit the Profile of the company indicating the following:

1. Description of similar work previously undertaken
2. 3 Years relevant experience
3. Signed reference letters of similar work done by the company must be submitted
4. The detailed CV of person/persons to be responsible for the assignment must be submitted, the CV must indicate the experience of at least 3 years on the service required
5. Relevant Qualifications and registration certificates with Professional bodies must be submitted, e.g CIPC Compliance, UIF & SDL Registration
6. The quotation must be detailed and provide the Detailed costing per category and staffing costs.

**BACKGROUND AND EXPERIENCE IN THE INDUSTRY**

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY  
OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

**PROPOSED PRICING SCHEDULE**

DESCRIPTION	QUANTITY	TOTAL

**DECLARATION OF INTEREST**

1. No contracts to provide goods or services to the Sea Point City Improvement District (SPCID) may be provided to the following categories of entities: - Directly Linked to a person in the employ of the Sea Point City Improvement District (SPCID) whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.

2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder?

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(b) Are you or any person connected with the bidder, an employee or Director of the Sea Point City Improvement District (SPCID)

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(c) Are you or any person connected with the bidder, Employed by the Sea Point City Improvement District (SPCID)?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company

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(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with

Y	N
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a person employed by Sea Point City Improvement District (SPCID) and who may be involved with the evaluation and or adjudication of this bid? If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company.

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**DECLARATION**

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, Sea Point City Improvement District (SPCID) shall have the right to:

- ✓ recover any losses or damages sustained by Sea Point City Improvement District (SPCID) under such agreement
- ✓ restrict the supplier from further business with Sea Point City Improvement District (SPCID) depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: \_\_\_\_\_

Identity number: \_\_\_\_\_

Signature: \_\_\_\_\_

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

COMMISSIONER OF OATHS STAMP