



REQUEST FOR QUOTATIONS (RFQ)

DESCRIPTION OF WORK

Facilitation of an inhouse EPWP training on hygiene and cleaning at Nkangala District.

QUOTATION DETAILS

QUOTATION NUMBER: RFQ00878-25/26

CLOSING Date: 26 February 2026

Time: 12:00 pm

Issued: 19 February 2026

Compulsory Briefing session:

Yes

No

If Yes, Date and time of compulsory briefing session:

Date: _____ N/A _____ Time: N/A

DETAILS OF RESPONDENT

Name of bidder:

Please indicated whether it is the original or copy, tick the applicable block

ORIGINAL

COPY

REQUEST FOR QUOTATIONS (RFQ)

1. GENERAL CONDITIONS OF THE RFQ:

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not exceed R1 000 000.00 (all applicable taxes included).
- 1.3. Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- 1.4. Quotations must be valid for a period of 30 days
- 1.5. The bidder's quotation to bear correct contact details and address
- 1.6. Complete standard bidding documents (SBD4 and SBD6.1)
- 1.7. The bidder must be registered on the Central Supplier Database (CSD)
- 1.8. This bid will be evaluated on functionality

2. SCOPE OF WORK

NO.	REQUIRED SERVICES	NUMBER OF EMPLOYEES
01.	Facilitation of an inhouse EPWP training on hygiene and cleaning at Nkangala District	10

Note: MEGA will cater for the venue, equipment, catering and travelling costs for employees

3. DETAILS OF TRAINING

NO.	LEARNING OUTCOMES
1.	Equipment care: <ul style="list-style-type: none">- Basic skills on how to establish daily operations for Environmental Maintenance personnel. (E.g. Operating electrical/fuel machinery, operating or how to use garden tools, the right PPE for environmental maintenance personnel, etc.)
2.	Health Safety and Hygiene: <ul style="list-style-type: none">- Basic skills in performing daily duties for cleaning and hygiene services personnel (relevant PPE to be utilized)
3.	Professionalism and Soft Skills: <ul style="list-style-type: none">- Customer service, time management and communication skills.
4.	Waste Management: <ul style="list-style-type: none">- Types of waste- Safe disposal methods- Environmental considerations
5.	Professional Cleaning Standards: <ul style="list-style-type: none">- Understanding the difference between cleaning (removing dirt), sanitizing (reducing bacteria), and disinfecting.

4. MANDATORY DOCUMENTS TO BE SUBMITTED

No.	Description
1.	Quotation (detailed / inclusive of all relevant costs e.g. Facilitators accommodation, traveling costs, learning materials, certification etc.)
2.	CV and qualifications of the facilitator
3.	Reference letters of the company's appointment on similar work
5.	Proof of CSD registration / CSD report
6.	Fully completed SBD forms

5. EVALUATION CRITERIA

Evaluation will be carried out on the Functionality and the Preferential Point System - Price and Specific Goals (80/20)

5.1. FUNCTIONALITY EVALUATION ASSESSMENT

No.	Criterion	Expected Response	Weight
1.	Qualifications of the facilitator	<p>A qualification in Safety Management and/or Occupational Health and Safety</p> <p>Registration as a Safety Practitioner</p> <p>NB: SAQA approved and SAIOSH registered</p> <p>Diploma with SAIOSH registration: 20%</p> <p>Bachelor's degree with SAIOSH registration: 30%</p> <p>Honours' degree with SAIOSH registration: 40%</p> <p>Master's degree and above with SAIOSH registration: 50%</p>	50%
2.	Training content and methodology	An overview of the training material coverage and method of training facilitation	20%
3.	Relevant experience of the company	<p>Reference letters of similar projects implemented by the company.</p> <p>1-2 reference letters attached: 10%</p> <p>3-4 reference letters attached: 20%</p> <p>More than 4 reference letters: 30%</p>	30%
Total			100%

Bidders who scores less than 70 points will **NOT** be evaluated further for price and specific goals.

5.2 . PREFERENCIAL POINTS SYSTEM EVALUATION:

Bidders who obtained 70 and above points will be further evaluated based on Price (80) and Specific goals (20).

6. CONDITIONS OF QUOTATION

- Late or incomplete submissions will not be considered.
- Quotations should include all relevant costs
- The subject line on the submission email should be [RFQ00878-25/26](#)

6. ENQUIRIES

- All Supply Chain Management enquiries must be directed to:
Supply Chain Management Unit: scm@mega.gov.za