REQUEST FOR QUOTATIONS (RFQ)

DESCRIPTION OF WORK

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

QUOTATION DETAILS

QUOTATION NUMBER: RFQ01482-26/27

CLOSING Date: 16 November 2026

Time: 12:00 pm

Issued: 11 November 2026

Compulsory Briefing session: Yes [ ] No [X]

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 not 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 **(SEE ATTACHED SPECIFICATION)**	12
Note: MEGA will cater for the venue, equipment, catering and travelling costs for employees		

3. 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.	SETA accreditation (Refer to required specifications below) **Note: The SETA accreditation must be for the bidding supplier.**
3.	Fully completed SBD forms
4.	Proof of registration on the Central Supplier Database (CSD) i.e. CSD report/ MAAA number

4. CONDITIONS OF QUOTATION SUBMISSION

- Late or incomplete submissions will not be considered.
- Quotations should include all relevant costs
- Proof of CSD registration / CSD report / MAAA Number
- The subject line on the submission email should be RFQ01482-26/27

5. ENQUIRIES

- All enquiries and quotation submissions must be directed to:

  Supply Chain Management Unit: scm@mega.gov.za

MPUMALANGA ECONOMIC GROWTH AGENCY
MEGA OFFICE PARK
02 EASTERN BOULEVARD,
RIVERSIDE
MBOMBELA

PO BOX 952, NELSPRUIT, 1200
TEL: +27 13 492 5818
WWW.MEGA.GOV.ZA

Enquiries: Bongane Ngcane
Bongane.ngcane@mega.gov.za
Cell: 071 163 6370

ANNEXTURE 5.1

TECHNICAL SPECIFICATION: EPWP HYGIENE AND CLEANING TRAINING

1. MOTIVATION FOR THIS ACQUISITION

To request relevant accredited training provider for the implementation of the training initiative.

Instruction to the service provider:

SETA's: Services-SETA and CATHSSETA.
Type of training: Skills Programme.
Qualification: NC: General Education and Training Certificate: Hygiene and Cleaning.
NQF Level: 1
SAQA ID NO: 57937
Number of credits: 54

2. SPECIFICATION OF GOODS / SERVICES REQUIRED.

- ✓ Ensure all required resources for theoretical, practical and workplace training are in place to successfully implement the training as per the SETA Procedures and Regulations within the set timeframes.
- ✓ Ensure that learner names are registered or uploaded on the SETA database.
- ✓ Verify with SAQA to ensure validity of the selected skills programme/unit standards before the start of the training.
- ✓ Conduct pre-assessment to ensure all learners knowledge, skill and understanding which is assumed to be in place, is reasonable to support the achievement of the programme before commencing with training.
- ✓ Provide 30% theory/practical training of each unit standard duration and 70% of each unit standard duration for workplace training as well as efficient onsite mentoring as per programme to ensure that all the learners successfully complete the training.
- ✓ Conduct formative and summative assessment as per the SETA requirements, to ensure that all successful learners receive credits or certificates.
- ✓ Provide progress reports as per agreed timelines to the training manager.

DIRECTORS: JL MAHLANGU (CHAIRPERSON); MI MAHLANGU (CEO); CP PULE; M MASILELA; D MAIMELA; N LEBAMBO; ZP MAKHUBU.
P MNYAMBO; MM NTHALI; N OYIYA; ADV. P. MORGAN (COMPANY SECRETARY)

- ✓ Monitor, evaluate and mentor continuously to ensure that, all learners are supported to enhance 100% completion rate by learners.
- ✓ Ensure that, all relevant/required staff, infrastructure, consumables and equipment's for achievements of the theoretical, practical and workplace outcomes of this programme, are in place.
- ✓ Conduct assessment for all learners Portfolio of Evidence to ensure that, they comply with the ETQA requirements.
- ✓ Provide learners' remedial support as and when required.
- ✓ Ensure ETQA's involvement for verification of learners' Portfolio of Evidence (POE)at applicable levels of the programme to facilitate successful completion of the programme.
- ✓ Ensure that all learners receive attendance and competency or statement of results at the end of the training.
- ✓ **Mandatory submission of the following POE for records and reporting (ID copies, Registers, Invoices and so forth)**

3. UNIT STANDARDS REQUIRED FOR A TRAINING SERVICE:

Training Module	Unit Standard Title	Unit Standard ID	NQF Level	Credits	No. Days
Introduction to Cleaning	Understand basic cleaning principles	243204	1	30	5
	Use chemicals in the cleaning services environment	243203	1		
	Working with numbers in various contexts.	7447	1		
	Demonstrate an understanding of and use of the numbering system	14084	1		
Ablution Cleaning	Clean toilets and bathrooms	243206	1	6	
Above the Floor Cleaning	Clean above the floor surfaces	243199	1	8	
	Clean windows	243207	1		
Kitchen Cleaning	Clean kitchens	243205	1	6	
	Sweep floors	243194	1	4	

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
Enterprise owned by Black people	4
Enterprise owned by Women	4
Enterprise owned by Youth	4
Enterprise owned by Disabled	4
Enterprise owned by SMME's-QSE and EME	4
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) "**the Act**" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled	N/A	4	N/A	
Enterprise owned by SMME's-QSE and EME	N/A	4	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have **–**

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	…….
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	…….
DATE:	……
ADDRESS:	……
	……
	……
	……