



MOWANA PROPERTIES (PTY) LTD ("MOWANA") ACTING ON BEHALF OF THE GOVERNMENT EMPLOYEES PENSION FUND ("GEPF"), UNEMPLOYMENT INSURANCE FUND ("UIF") AND COMPENSATION FUND ("CP"), COLLECTIVELY REFERRED TO AS "THE LANDLORDS", AND INDIVIDUALLY TO AS "THE LANDLORD".

REQUESTS FOR PROPOSALS: **APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING SERVICES FOR JOHANNESBURG REGION**

REFERENCE: MOP00057/08/2026

CLOSING DATE: 2026/09/18 AT 12:00PM

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1. DEFINITIONS AND ABBREVIATIONS

- **B-BBEE** means broad-based black economic empowerment.
- **B-BBEE status level** of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, as amended from time-to-time, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- **Bid** means a written offer in a prescribed or stipulated form in response to an invitation by Mowana acting on behalf of its clients for the provision of goods and Services, through price quotations, advertised competitive tendering processes or proposals;
- **Broad Based Black Economic Empowerment Act** means the Broad-Based Black Economic Empowerment Act No. 53 of 2003, as amended from time-to-time;
- **Consortium** means an association of natural or juristic persons for the purpose of combining their resources which include, but not limited to expertise, property, capital, skill and knowledge with the objective of participating in a common activity, such as responding to a tender and this arrangement is regulated by Contract;
- **Contract** means the agreement that results in the acceptance of a bid by Mowana;
- **COSHH** means Control of Substances Hazardous for Health;
- **Functionality** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, considering among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a Bidder;
- **Joint Venture** means an incorporated legal entity created through equity contribution by partners solely to engage in joint economic activity for profit;
- **IOHSA** means Institute of Occupational Hygienists of South Africa;
- **MSDS** means Materials Safety Data Sheets;
- **OHASA** means Occupational Hygiene Association of South Africa;
- **POPIA** means Protection of Personal Information Act No. 4 of 2013, as amended from time-to-time;
- **SAIOSH** means South African Institute of Occupational Safety and Health;
- **Services** means services,
- **RFP** means Request for Proposal; and
- **Validity Period** means the time it will take to finalise the entire procurement process from the closing date to the awarding of the bid.

2. INTRODUCTION

Mowana acting on behalf of the abovementioned Landlords hereby invite quotations from suitably qualified Service Providers for the appointment of cleaning services at Mowana Properties (Pty) Ltd. Please note, that it is not guaranteed that the appointed Service Provider would render Services at all premises belonging to the above Landlord(s) (as the case may be), instead the appointment will be restricted to the specific Landlord at specified premises, where such Services are required.

3. MOWANA'S OBJECTIVES AND BUSINESS REQUIREMENTS

The following are the primary objectives of the tender:

- to promote transformation within the property sector through strategic sourcing of the Services;
- to facilitate market access to emerging black owned EMEs and QSEs in the cleaning services industry
- to enhance the institutional capabilities of EMEs and QSEs in the cleaning services industry to become effective, profitable, and sustainable enterprises;
- to support skills development for employees in cleaning services industry to enhance personal development and career pathing;
- to appoint Service Providers in respect of the cleaning services
- to ensure that all Bidders who are awarded the contract will be evaluated bi-annually in terms of the performance clause which will be stipulated in the contract or service level agreement.
- In addition to the above, please refer to **Annexure B**, for Mowana's B-BBEE Objectives for this RFP.

4. BIDDING INFORMATION

- We refer you to **Annexure C** which contains the Scope of Work and building list in relation to appointment of a service provider for services which this RFP relates to.

5. REQUESTS FOR CLARIFICATION AND SUBMISSION DETAILS

Enquiries or clarifying questions can be directed to:

Email: tenders@mowanaproperties.co.za on or before **14 September 2026**

COMPULSORY BRIEFING SESSION DETAILS

Site briefing Location: Gijima Office Park

Address: 47 Landmark Avenue, Samrand/Midrand

Site briefing date: 03 September 2026

Time: 13:00pm

For enquiries, please call Clement Lechokgohla at 011 073 6800

TENDER CLOSING DATE

Closing date: 18 September 2026 12:00pm

Validity period: 180 days– Mowana reserves the right to require Bidders to extend the Validity period of their bids on the same terms and conditions.

6. EVALUATION CRITERIA

Proposals will be evaluated in the following 3 Phases:

- **Phase 1:** Compliance with the Minimum and Administrative Requirements.
- **Phase 2:** Technical Evaluation
- **Phase 3:** Awarding Criteria - **70/30 or 80/20** Preference Procurement points system out of **100** as stipulated in the Preferential Procurement system (**70: Price and 30: BBBEE** status level of contribution or **80: Price and 20: BBBEE** status level of contribution).

- The **70 / 30** awarding criteria will be used for quotations below R1 million. **70: Price and 30: BEE (BEE Level contributor, ownership/51*10, executive management/51*10).**
- The **80 / 20** awarding criteria will be used for quotations above R1 million. **80: Price and 20: BEE (BEE Level contributor, ownership/51*5, executive management/51*5).**

6.1 PHASE 1: MINIMUM AND ADMINISTRATIVE REQUIREMENTS

Mowana is open to considering bidders who form or already have an existing Joint Venture / consortium agreement in place to achieve a B-BBEE status level.

The following information and documentation must be submitted:

- All information stipulated under Administrative Requirements must be submitted by all parties involved in the Joint Ventures / Consortiums, including Ownership and Executive Management information.
- A formal duly signed agreement indicating the leading company as well as the other company's roles and responsibilities.
- Bidders will be awarded additional points for submitting a minimum of three contactable references. This information must include name of entity, designation of contact person, contact details, contract value and date in which Services were rendered.

6.1.1 MANDATORY DOCUMENTS TO BE SUBMITTED:

- A valid Tax Clearance Certificate / SARS Pin must be submitted;
- A valid B-BBEE status level certificate issued by a SANAS accredited verification agency (certified copy) or a duly signed affidavit;
- Signed Declaration (contained in Annexure A herein);
- CIPC company registration documents;
- Proof of COIDA Compliance (A valid Letter of Good Standing with the department of Employment and Labour); and
- Valid Bank Confirmation Letter (bank statement or official bank letter issued within the last 3 months, indicating the account holder's details and banking information).
- Valid Insurance Confirmation Letter (Policy schedule from the insurer indicating categories of cover and related amounts).
- Minimum of three contactable references. This information must include, name of entity, designation of contact, contact person, contact number, contract value and date.
- Proof of accreditation (valid certificate) with NCCA (National Cleaning Contract Association)

Please note that in the event of Bidders concluding a Consortium Agreement then they will need to submit a valid Tax Clearance Certificate / SARS Pin and a valid B-BBEE status level certificate for all entities/parties to such an Agreement.

In the event of Bidders incorporating a Joint Venture then they will need to submit a valid Tax Clearance Certificate / SARS Pin and a valid B-BBEE status level certificate for the newly incorporated Joint Venture.

Mowana reserves the right to disqualify any submissions should they be incomplete, invalid, or inadequate.

The submissions must be submitted to tenders@mowanaproperties.co.za on **18 September 2026 at 12:00pm**. **Service name, tender reference and company name must be on the Subject Field of the e-mail submission.**

Submissions must be in PDF format and clearly indicate the name of each PDF document that will be submitted.

6.2 PHASE 3: AWARDING CRITERIA – 70/30 OR 80/20 PRICE AND BEE PREFERENCE PROCUREMENT POINTS SYSTEM

6.2.1 PRICING OF QUOTATION AND CURRENCY OF PAYMENT

- Prices offered shall be inclusive of all costs related to the provision of the Services.
- Pricing should be based on the Scope of Work for cleaning Services provided in **Annexure C**.
- The tenderer's bid price will be the price amount used when the tenderer is selected, no bid price adjustments will be allowed after submission.
- Only firm prices will be accepted and must be valid for a period of (6) months commencing from the closing date.
- Pricing must be expressed in South African Rand (ZAR).
- All payments to Service Providers shall be made in Rands for Services rendered in the Republic of South Africa.
- Failure to submit pricing as per the tender requirement and stipulation will result in a disqualification.
- Pricing must be provided for duration of the contract period as a total price of the entire contract period, as stipulated in the pricing requirements.
- The contract / tender price must already include all costs / escalations, including legislative increases for the duration of the contract. Service Providers are expected to use estimates based on the market price.

- The total contract price for the entire contract period is the amount that will be used till the project completion.
- Mowana will not be liable for any additional costs incurred by the Contractor through whatever cause, unless Mowana has expressly instructed the Contractor to incur such charges due to a substantial and material change to the scope of the project which has been caused by an act of omission on Mowana's part.
- All additional or supplementary Services are to be agreed to between Mowana and the Contractor in writing before commencement. These costs are related to variations and any other expenses not explicitly incorporated in the identified scope of Services mentioned in this document.

6.2.2 BBBEE STATUS LEVEL OF CONTRIBUTION

Points for BEE will be awarded to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (70/30 or 80/20)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non – Compliant Contributor	0

The following point system will be utilised to allocate points, and preference will be given to Bidders having 51% or more B-BBEE ownership; and 51% or more Historically Disadvantaged Individuals (HDI) and women in executive management based on the following:

Percentage	Points Allocated
0 – 49	0
50 – 60	10
61 – 70	20
71 – 80	30
81 – 90	40
91– 100	50

6.2.3 OWNERSHIP:

Indicate percentage of Black Ownership: [INSERT] %.

6.2.4 BLACK EXECUTIVE MANAGEMENT:

Indicate percentage Black Executive Management: [INSERT] %.

7. TERMS AND CONDITIONS

- 7.1 Mowana reserves the right to modify the scope of Services required.
- 7.2 Bidders shall be held to their proposals as submitted. Mowana reserves the right to modify the particulars of this RFP mutually with the successful Bidder in whole or in part.
- 7.3 Agreements reached after such modifications with the successful Bidder, or parts thereof, accepted by Mowana, will form part of the contract.
- 7.4 Each proposal will be evaluated for general conformity to specification and capabilities of prospective Bidders to execute the work.
- 7.5 Bidders will bear all the costs associated with their responses and no costs or expenses incurred by or ascribed to the Bidder's response to this proposal will be borne by Mowana (except as specifically provided for in the Tender document).
- 7.6 Mowana reserves the right to request presentations from short-listed Bidders.
- 7.7 Mowana reserves the right to withdraw, amend or cancel this proposal, reject any or all proposals, obtain any information from any lawful source regarding past business history and practices of the Bidder, and to take any such information into consideration in the evaluation process.
- 7.8 Mowana does not have to explain the acceptance or rejection of any specific Bidder and Mowana's decision is final and binding.
- 7.9 Mowana reserves the right to appoint one service provider or more than one service provider for all regions.
- 7.10 Mowana is open to considering Bidders who form or already have an existing Joint Venture / Consortium agreement in place to achieve a Broad Based Black Economic Empowerment Status Level. The following information and documentation must be submitted:
- All information stipulated under Administrative Requirements must be submitted by all parties involved in the Joint Ventures / Consortiums, including Ownership and Executive Management information.
 - A formal duly signed agreement indicating the leading company as well as the other company's roles and responsibilities.

- 7.11 Any clarification required by a Bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@mowanaproperties.co.za
- 7.12 Bids received late shall not be considered and will result in immediate disqualification. A bid will be considered late if it arrives only one second after 12:00pm or any time thereafter.
- 7.13 The successful Bidder is to enter into a service level agreement with Mowana. Service level performance is to be monitored and discussed at the monthly meetings. The service level agreement will set out the operational process regarding the delivery of Services.
- 7.14 Mowana will review the Service Provider's performance in line with the contract and the service level agreement concluded.

ANNEXURE A: DECLARATION

I....., Identity Number in my capacity as and duly authorised on behalf of the following entity that will be submitting tender documents to Mowana Properties in response to a Request for Proposal ("RFP"), RFP **MOP00057/08/2026** Number issued by Mowana ("HO").

Name of Entity submitting the tender:

..... ("Entity")

..... (Registration Number)

Hereby declare under oath as follows:

I have read and understand the contents of this Declaration;

1. The information furnished in response to the RFP is true and correct;
2. The Entity, its shareholders, directors, and employees are not involved in any fronting practices in contravention of the Broad-Based Black Economic Empowerment, Amended Act (Act No. 46 of 2013) and the Codes of Good Practice.
3. The information relating to Black management, Black ownership, Black shareholding, and Black people's participation in the Entity, as supplied to the Centre and as set out in the valid and current BEE Verification Certificate, is true and correct for all intents and purposes.
4. The Entity, its shareholders, directors, and employees have never been convicted of a crime or offence relating to fronting activities.
5. The Entity, its shareholders, directors, and employees have not been charged with any offence that is incomplete or awaiting legal action, nor am I aware of any investigation into the affairs of the Entity, its shareholders, directors, and employees that has the potential to lead to such charges.
6. I acknowledge, on behalf of the Entity, its shareholders, directors and employees, that the HO shall be entitled, without prejudice to any of its rights including the right to claim damages, to cancel any contract that is awarded to the Entity by the HO on account of fronting, corruption, fraudulent practice, anti-competitive and/or collusive behaviour, including false information furnished by the Entity to secure a tender from the Centre.
7. I acknowledge that the Entity may be subject to criminal prosecution if it is involved in fronting activities in terms of the Broad-Based Black Economic Empowerment Amended Act (Act No. 46 of 2013).
8. The Entity, its shareholders, directors, and employees have not been listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act 12 of 2004 as a person prohibited from doing business with the public sector.
9. The Entity, its shareholders, directors, and employees have not abused the HO procurement system and have not failed to perform on any previous contract and have not been given written notice to this effect.

10. The Entity, its shareholders, directors, and employees do not have any conflicts of interest (including any blood relationship) which may impact on their ability to perform the proposed contract in the best interest of the HO.
11. The Entity, its shareholders, directors, and employees have not been in consultation, communication, agreement, or arrangements with any competitor regarding the quality, quantity, specifications and/or conditions or delivery particulars of the goods or Services to which the RFP relates.
12. The Entity, its shareholders, directors, and employees have declared any, and all business gifts and hospitality made within the immediately preceding 12 (twelve) months to any officials of the HO.

DEPONENT

SIGNED and SWORN/AFFIRMED to before me at _____ on this _____ day of _____ 20____, the Deponent having acknowledged that he/she knows and understands the contents of this Affidavit, which is deposed to in accordance with the regulations governing the administration of an oath as more fully set out in Government Notice R 1258 of the 21st of July 1972, as amended by Government Notice 1648 dated the 19th of August 1977 and Government Notice 903 dated the 10th of July 1998.

COMMISSIONER OF OATHS

FULL NAMES:

STATUS:

STREET ADDRESS

ANNEXURE B: MOWANA B-BBEE GOALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING FOR JOHANNESBURG REGION

BEE Joint Ventures or Consortiums

Bidders who wish to respond to this Tender as a Joint Venture [**JV**] or Consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Bidders must also submit a signed JV or Consortium Agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or Consortium Agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or Consortium Agreement should they be awarded business by Mowana through this Tender process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or Consortium Agreement is submitted to Mowana.

Note: Failure to submit a valid and original B-BBEE certificate for the JV or a certified copy thereof at the Closing Date of this Tender will result in a score of zero being allocated for B-BBEE.

Subcontracting

Mowana fully endorses Government's transformation and empowerment objectives. When contemplating subcontracting, Bidders are requested to give preference to companies which are at least 51% Black Owned, Black Women Owned, Black Youth Owned, Start-up, owned by Black People with Disabilities, EMEs and QSEs.

If contemplating subcontracting, please note that a Bidder will not be awarded points for B-BBEE if it is indicated in its Proposal that such Bidder intends subcontracting more than 25% [twenty-five percent] of the value of the contract to an entity/entity that does not qualify for at least the same points that the Bidder qualifies for, unless the intended subcontractor is an EME with the capability to execute the contract.

A business awarded a contract may not subcontract more than 25% [twenty-five percent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the Bidder concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

Bidders are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s.

B-BBEE Improvement Plan

Mowana encourages its Service Providers to constantly strive to improve their B-BBEE rating. Whereas Bidders will be allocated points in terms of a preference point system based on its B-BBEE scorecard that will be assessed, in addition to such scoring, Mowana also requests that Bidders submit a B-BBEE improvement plan. Bidders are therefore requested to indicate the extent to which they will maintain or improve their B-BBEE status over the contract period.

The B-BBEE Improvement Plan must be submitted as an additional document to the Tender response.

Supplier Development Initiatives

Mowana fully endorses and supports Government's economic policies through its facilitation of Supplier Development [SD] initiatives. Bidders are required to submit their commitments about Supplier Development Initiatives over the duration of this contract.

Note: Should a JV be envisaged the principal Bidder is required to submit the required responses as indicated above.

PLEASE NOTE THAT THE COMMITMENTS MADE BY THE SUCCESSFUL BIDDER(S) IN RESPECT OF THE ABOVE WILL BE INCORPORATED AS A TERM OF THE CONTRACT AND MONITORED FOR COMPLIANCE