



REQUEST FOR PROPOSAL/QUOTE (RFP/Q)

RFP/Q NUMBER	: EWM/2026/12
DESCRIPTION OF SERVICE	: PROVISION OF AIR CONDITIONING SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS
RFP/Q SUBMISSION DETAILS	: Online Application / via e-mail (NO HAND DELIVERIES WILL BE ACCEPTED)
BRIEFING MEETING	: 27 August 2026 at 09h00-10h00 virtual Microsoft Teams Join: https://teams.microsoft.com/meet/344129245401008?p=BvaVnRBY9nchdxFAjy Meeting ID: 344 129 245 401 008 Passcode: x5pt9vR2
SITES VISIT DATES	: 27 to 31 August 2026
CLOSING DATE	: 04 September 2026
TIME	: 16H00 (Late applications will not be accepted)
WEBSITE	: www.enviroserv.co.za
E-MAIL	: nhlanhla.baloyi@enviroserv.co.za

Company Name: _____

Representative Name: _____

Representative Signature: _____

Date: _____

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SECTION 1

1.1 ABBREVIATIONS

- | | | | |
|----|-------|---|---|
| a. | RFP/Q | - | Request for Proposal or Quote |
| b. | BBBEE | - | Broad Based Black Economic Empowerment |
| c. | EWM | - | Enviroserv Waste Management (Ltd) |
| d. | CPA | - | Consumer Protection Act 68 of 2008 |
| e. | OSHA | - | Occupational Health and Safety Act 85 of 1993 |
| f. | SLA | - | Service Level Agreement |
| g. | FML | - | Full Maintenance Lease |

1.2 DEFINITIONS

- a. "The Contract" means the agreement entered into between the EnviroServ and the awarded Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. A contract will stem from this RFP/Q.
- b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- c. "The Goods" means all of the equipment, services, works and/or other materials, which the Supplier is required to supply to the Procuring entity under the Contract.
- d. "EnviroServ" means the organization or procuring entity purchasing the goods under this Contract i.e ENVIROSERV WASTE MANAGEMENT (PTY) LIMITED.
- e. "The Supplier" means the individual or firm supplying the goods under this Contract.
- f. "Ex-Stock" means a product or service can supplied immediately without any delay manufacturing lead time.

1.3 SCOPE OF WORK

1.3.1 Purpose

EnviroServ invites suitably qualified and experienced suppliers to submit proposals for ***Provision of air conditioner Service. Unless otherwise stated herein, the suppliers/service provider shall supply each item of expense necessary for the satisfactory execution of the air conditioner services at EnviroServ Facilities in accordance with all the specifications.*** The purpose of this Request for Proposal (RFP) is to establish a supply and service arrangement with supplier(s) capable of providing quality products, reliable provision of air conditioner services, technical support, and competitive pricing in accordance with EnviroServ's operational requirements.

1.3.2 Scope of Service Requirements

The Supplier/Service provider shall provide air conditioning services to EnviroServ specific sites, for a period of twenty-four (24) months, with an option to renew for further 12 months based on performance or as deem fit by The EnviroServ.

Primary sites

Sites Visit Contact details:

PROVINCE	SITE	SITE CONTACT DETAILS	APPLICABLE
Gauteng	Rietfontein	Contact person: Hentie Taljaard Htaljaard@enviroserv.co.za	
	Holfontein	Contact person: Casper Strydom / Oscar Mgadi CasperS@enviroserv.co.za Oscarm@enviroserv.co.za	
	Sundra	Contact person: Venita Govender venital@enviroserv.co.za	
	Chloorkop	Contact person: Lungani Zulu lungani.zulu@enviroserv.co.za	
	Rosslyn	Contact person: William Seopela Williams@enviroserv.co.za	
Mpumalanga	Middleburg	Contact person: Peter Ngoma Petern@enviroserv.co.za	
KwaZulu Natal	Shongweni	Contact person: Mandla Thwala Mandla.Thwala@enviroserv.co.za	
	Richards Bay	Contact person: Ronnie Pillay Ronniep@enviroserv.co.za	
	Prospecton	Contact person: Vusumzi Kievets vusumzi.kievets@enviroserv.co.za	
Western Cape	Visser'shok	Contact person: Johan Veldsman Johan.Veldsman@enviroserv.co.za	
	Belville	Contact person: Raymond Jonathan raymond.jonathan@enviroserv.co.za	

Eastern Cape	Port Elizabeth	Contact person: Grace Mpete Grace.Mpete@enviroserv.co.za	
	East London	Contact person: Grace Mpete Grace.Mpete@enviroserv.co.za	
	Aloes	Contact person: Dawie Malan / Sue Alcock DawieM@enviroserv.co.za SUEA@enviroserv.co.za	

Note: The Supplier/Service provider shall have the capacity to render the service either **nationally or locally and or per site**. Include and indicate on the proposal the applicable site/s bidding for and the costing therefore.

Required Minimum personal protective equipment (PPE)

- a) A hard hat (White for employees and yellow for visitors).
- b) Protective spectacles
- c) A high visibility reflective vest, and
- d) Safety boots.

1.3.3 The Supplier/Service provider shall provide the following:

- Provide inspection, preventative maintenance, repairs, installations, and emergency support services for air-conditioning and ventilation systems at specific EnviroServ Sites.
 - Ensure a safe, comfortable, and productive working environment while maintaining equipment efficiency and compliance with health, safety, and environmental requirements.
- The contractor shall perform scheduled maintenance including **major** and **minor** services.
 - The contractor shall perform **Breakdown Repairs, Installation Services, Ventilation Systems, Indoor Air Quality Management and Emergency Services- call out services**
 - The service provider will be responsible for supplying correct material, ensure to comply with legislations and standards require for safe and secured air conditioners and competent personnel to erect, maintain, and removing of air conditioners correctly and safely.
 - Airconditioners BTU's size ranges from 6000 to 60000 BTU
 - Services are on a 3 - 4 month interval.

1.3.4 Technical Requirements

The contractor shall:

- Employ qualified HVAC technicians.

- Be registered and licensed to handle refrigerants.
- Comply with Occupational Health and Safety Act requirements.
- Use manufacturer-approved spare parts.
- Supply environmentally compliant refrigerants.
- Ensure all installations comply with applicable SANS standards.
- Provide warranties on workmanship and replacement parts.

1.3.5 Duration of Agreement

The service agreement is for a period of twenty-four (24) months, with an option to renew in-line with EnviroServ requirements and agreed terms.

1.3.6 Experience and references

The bidder shall provide:

- At least three (03) contactable client references for whom similar work was conducted
- Proof of documented Relevant experience
- Expertise, resources to be deployed profiles and relevant qualifications, certifications to be submitted.

1.3.7 Key Performance Indicators (KPIs)

The successful Service provider shall be measured against, but not limited to the following following key performamnce indicators

- Response Time
- First-Time Fix Rate
- Repair Completion Time
- Preventive Maintenance Compliance
- Equipment Availability/Uptime
- Repeat Failure Rate
- SLA Compliance Rate
- Health & Safety Compliance
- Reporting Compliance
- Planned and scheduled Maintenance Ratio

1.4 RFP PROCESS

The following timeline table outlines the envisaged milestones and respective due dates:

Milestone	Date
Advertisement of RFP	21 August 2026
Briefing meeting	27 August 2026 at 09h00 via Microsoft Teams

Sites visit	27 – 31 August 2026
RFP questions and answers Deadline	01 September 2026
RFP Closing date	04 September 2026 @ 16h00
Evaluation	7 September 2026 – 11 September 2026
Adjudication	17 September 2026
Extend offer/s and sign Contract/s / SLA	TBA
New Contract effective date	TBA

1.5 SUBMISSION REQUIREMENTS

All Suppliers shall include the following information and documentation with their offer and where copies are attached they are to be certified:

- a. Completed RFP/Q document
- b. Supplier Checklist (As attached in Annexure A)
- c. Written Power of Attorney of the signatory of the offer to commit the Supplier
- d. Proof of business address
- e. Accredited BBBEE status documentation
- f. Tax clearance certificate
- g. Price Schedule (As attached in Annexure B)
- h. Terms and Conditions of Trade (As attached in Annexure D)
- i. Company Registration Documents
- j. Tender Submission Form (As attached in Annexure C)
- k. Code of Good Practice – Suppliers (As attached in Annexure F)
- l. COID Letter of good standing

Non-compliance to the requirements will result in an automatic disqualification as a bidder.

Submission of fraudulent documentation will also result in disqualification.

1.6 RULES AND REGULATIONS

- a. All documents relating to the offer will be in the English Language;
- b. The Supplier is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the RFP/Q documents or to submit an offer not substantially responsive to the RFP/Q documents in every respect will be at the Bidder's risk and may result in the rejection of its offer;
- c. The Bidder shall prepare one (1) original set of documents and clearly mark these as "ORIGINAL".
If Applicable.
- d. **This ORIGINAL documentation shall be typed/written in indelible ink (black) and shall be signed by a person (or persons) duly authorised to sign on behalf of the Supplier. All pages**

of the tender where entries or amendments have been made shall be initialed by the person (or persons) signing it.

- e. This ORIGINAL bid documentation shall be sealed in an envelope.**(If Applicable)**
- f. This sealed envelope will be addressed to EnviroServ's address provided in this document with the Bidder's name and RFP/Q reference number reflected. The envelope must also be marked with a clear warning NOT TO OPEN before the specified date and time;**(If Applicable)**
- g. The tender shall contain no alterations or additions, except those who comply with instructions by EnviroServ, or as necessary to correct errors by the bidder in which case such corrections shall be initialed by the person (or persons) signing the tender;
- h. EnviroServ may extend the deadline of submission of offers by issuing an amendment in which case all rights and obligations of EnviroServ and the bidders previously subject to the original deadline, will then be subject to the new deadline;
- i. NO LATE submissions will be accepted;
- j. Suppliers may modify or withdraw their submission by giving notice in writing before the deadline;
- k. Offers shall remain valid for 30 days or more after date of opening; Offers valid for a shorter period will be rejected and considered non responsive.
- l. No information shall be disclosed to Suppliers or any other persons prior to official adjudication process. Any effort by a bidder to influence EnviroServ's process of bid-awarding decisions may result in the rejection of his bid;
- m. The Supplier shall bear all costs associated with the preparation and submission of its offer, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP/Q process;
- n. EnviroServ will determine the substantial responsiveness of each offer to the RFP/Q documents, substantially responsive tender is one, which conforms to all the terms and conditions of the RFP/Q documents without material deviations. There is no recourse should an offer be disqualified.
- o. EnviroServ will determine to its satisfaction whether a Supplier is qualified to perform the work satisfactorily. The determination will take into account the Supplier's financial, technical, and contractual capabilities. It will be based upon an examination of the documentary evidence submitted.
- p. EnviroServ reserves the right to accept or reject any offer, lowest quote or otherwise, and to annul the RFP/Q process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected Supplier on the grounds for the procuring entity's action. EnviroServ reserves it right to annul the procurement process an anytime.
- q. The bidder must reveal it's national foot print in South Africa by naming each branch/depot in every province and/or other national representation agencies, etc.;
- r. EnviroServ will notify the successful Supplier in writing that it's offer has been accepted. The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneously other Suppliers shall be notified that their offers have not been successful.

- s. There is NO APPEAL process and EnviroServ's decision will be final.
- t. This RFP/Q trading terms and conditions supercedes the Suppliers trading terms and conditions.

1.7 EQUIPMENT ORIGIN, SPECIFICATIONS AND DRAWINGS (IF APPLICABLE)

- a. All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.
- b. For purposes of this clause, "origin" means the place where the equipment(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- c. The origin of equipment is distinct from the nationality of the Supplier and shall be treated thus in the evaluation of the RFP/Q.
- d. Suppliers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.
- e. Suppliers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
- f. A clause-by-clause commentary on EnviroServ's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications and an explanation of how any such deviation from provided specifications will still satisfy the requirements as set.
- g. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. and an explanation whether the equipment can meet stated requirements even with such deviations. EnviroServ reserves the right to reject the equipment, if such deviations shall be found critical to the use and operation of the equipment and hence making the equipment to not meet requirements.

1.8 GENERAL TERMS AND CONDITIONS OF CONTRACT

a. Application

These General Conditions shall apply in all Contracts made by EnviroServ.

b. Standards

The Goods supplied under this RFP/Q shall conform to the standards mentioned in the Technical Specifications as per Annexure.

c. Use of Documents and Information

The Supplier shall not, without EnviroServ's prior written consent, make use or distribute any document or information in this RFP/Q. All documents, other than the Supplier Questionnaire itself, shall remain the property of EnviroServ.

d. Patent Rights

The Supplier shall indemnify EnviroServ against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or services supplied.

e. Inspection and Tests

EnviroServ or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the technical specifications. EnviroServ shall notify the Supplier in writing in a timely manner, of the identity of any representatives retained for these purposes.

The inspections and tests may be conducted on the premises of the Supplier or even at EnviroServ's premises.

Should any inspected or tested equipment fail to conform to the specifications, the EnviroServ may reject the equipment, and the Supplier shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to EnviroServ. This rejection may happen any time before expiry of the warranty offered by the Supplier of the goods.

EnviroServ's right to inspect, test and where necessary, reject the equipment after the equipment arrival and installation shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by EnviroServ or its representative prior to or after the equipment delivery.

f. Delivery and Documents

Delivery of the equipment, documents, installation and maintenance of the same shall be made by the Supplier in accordance with the terms specified by EnviroServ.

Suppliers must ensure the shortest possible delivery period of the equipment. Delivery period will be an important evaluation criterion and the responsive firm offering shortest delivery period will gain an advantage.

g. Pricing and Payment

Prices quoted by the Supplier shall remain fixed during the Supplier's performance of the contract. An offer submitted with an adjustable price quotation will be treated as non-responsive and will be rejected unless otherwise agreed by the parties. Prices indicated on the Price Schedule shall be the cost of the goods and any incidental works/services including all duties, VAT and other taxes. Payment of goods and services will be 45 or 60 days from statement.

h. Termination for Default

EnviroServ may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the contract in whole or in part:

- if the Supplier fails to deliver any or all of the equipment within the period specified in the Contract, or within any extension thereof granted by EnviroServ
- if the Supplier fails to perform any other obligation(s)
- if the Supplier, in the judgment of the EnviroServ has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event that EnviroServ terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment, works and services

similar to those undelivered, and the Supplier shall be liable for any excess costs for such similar equipment.

i. Termination for convenience

EnviroServ by way of written notice may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the EnviroServ convenience, the extent to which performance of the Supplier of the contract is terminated and the date on which such termination becomes effective. No compensation will be payable for termination of contract.

j. Delivery terms

Goods and services must delivered or performed at EnviroServ sites. EnviroServ prefers Suppliers to supply all regions. EnviroServ may elect split the contract to satisfy its needs.(If Applicable)

k. Commissioning

Test runs and eventual equipment commissioning (if applicable) will be done by the Supplier and a commissioning certificate signed by both parties on agreement between the two parties that the equipment has performed to expectations

l. Warranty

A warranty declaration of at least 1 year must be included **(if applicable)**

m. Technical support

Suppliers must include the after sales service arrangement, including technical support services, availability of spare parts, etc.

n. Agency

The Supplier shall attach documentary proof of appointment as an agent of the original equipment manufacturer through the manufacturer's authorization form duly signed by the manufacturer and on manufacturer's letterhead. The Supplier shall also elect its own agent however, they shall remain liable for all duties and obligations according the contract.

1.9 GENERAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	PROCUREMENT
DESIGNATION	PROCUREMENT SUPERVISOR
CONTACT PERSON	NHLANHLA BALOYI
EMAIL ADDRESS	nhlanhla.baloyi@enviroserv.co.za
TELEPHONE	011 456 5400

1.10 TECHNICAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	OPERATIONS
DESIGNATION	FACILITIES MANAGER
CONTACT PERSON	HENTIE TALJAARD
EMAIL ADDRESS	Htaljaard@enviroserv.co.za
TELEPHONE	011 456 5400

SECTION 2

2.1. ELIGIBILITY OF SUPPLIERS

- a. All eligible Suppliers are requested to sign the DECLARATION OF INTEREST and CODE OF CONDUCT attached in Annexure A stating any relationships with EnviroServ employees, or members of consortiums, or joint ventures and/or sub-Suppliers, either in the past or currently. Should this Declaration be proven to be false, the Supplier's offer will be rejected.
- b. Suppliers shall not be under administration.
- c. Suppliers shall not be under a declaration of ineligibility for corruption and fraudulent practices.
- d. EnviroServ's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in this RFP/Q.
- e. Suppliers must be in good standing with the South African Revenue Service.
- f. Suppliers must have a proven track record in the supply of the service on offer.
- g. Suppliers must have the ability to supply good and services on time and in full.
- h. A Suppliers poor service deliver record will adversely affect a Suppliers ability to be awarded this RFP/Q.
- i. Community suppliers will be given first preference.

2.2. SUPPLIER DETAILS

Company name _____

Physical Address _____

Postal Address _____

Landline Number _____

E-mail Address _____

2.3. DECLARATION

I.....confirm that the information given this day of 2026 is correct, accurate and I understand that any false information will lead to automatic disqualification without any further notice. I also understand that EnviroServ Waste Management (Pty) Limited will confirm with my previous clients that my company has dealt with if need be. We also declare that we have not engaged in any fraudulent practice or offered inducement to any member of procuring entity for purpose of this RFP.

Authorized signature..... Date.....

Name of signatory.....

3.2 ANNEXURE A – SUPPLIER CHECKLIST

SUPPLIER NAME		
CONTACT PERSON		
CELLPHONE / LANDLINE		
RFP/Q DESCRIPTION	EWM2026/12- Air-conditioning Services	
	NB: please tick appropriate box	
Technical		
Does your services meet EnviroServ's specification?	Yes	No
Price		
Is your price fixed for the contract period?	Yes	No
Are your prices VAT exclusive?	Yes	No
Payment	From Statement:	
What payment terms do you offer? (Please tick)	45 Days	60 Days
General		
Do you agree to the terms and condition of the RFP/Q?	Yes	No
Do you agree that this RFP/Q falls under the Consumer Protection Act?	Yes	No
Which business forum do you come from?		
Which community ward are you from?		
Documentation		
Have you submitted the following documents?		
• Completed RFP/Q document	Yes	No
• Supplier Checklist (As attached in Annexure A)	Yes	No
• Written Power of Attorney of the signatory of the offer to commit the Supplier	Yes	No
• Proof of business address	Yes	No
• Accredited BBBEE status documentation	Yes	No
• Tax clearance certificate	Yes	No
• Price Schedule in Excel and PDF (As attached in Annexure B)	Yes	No
• Tender submission Form AS attached in Annexure C)	Yes	No
• Terms and Conditions of Trade (As attached in Annexure D)	Yes	No
• Pictures, technical specifications, performance and relevant data of goods and services supplied (if applicable)	Yes	No
• Company Registration Documents	Yes	No
• Certificate of attendance (if applicable)	Yes	No
• COID Letter of Good Standing	Yes	No
• Code of Good Practice – Suppliers (As attached in Annexure F)	Yes	No

3.3 ANNEXURE B – PRICING SCHEDULE VAT EXCLUSIVE

Note: Bidders are required to prepare and submit their detailed Pricing Schedule in accordance with the pricing requirements. The Pricing Schedule must be submitted in both Microsoft Excel (.xlsx) and PDF formats as part of the RFP submission.

Note: The Supplier/Service provider shall have the capacity to render the service either nationally or locally and or per site. Include and indicate on the proposal the applicable site/s bidding for and the costing therefore.

RFP PRICING SCHEDULE

A. Typical Labour cost guide

Description UNIT PER HOUR	Rate excl VAT
Site supervisor	
Normal Time	
Over Time	
Call Out	
Sunday/ Public holiday	
Labourers	
Normal Time	
Over Time	
Call Out	
Sunday/ Public holiday	
Artisan/Technician	
Normal Time	
Over Time	
Call Out	
Sunday/ Public holiday	
Safety Officer	
Normal Time	
Over Time	
Call Out	
Sunday/ Public holiday	

B. Call-Out Charges

Description	Unit of measure	Rate excl VAT
Normal Hours	Per call	
After-Hours	Per call	
Weekend	Per call	

Public Holiday	Per call	
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C. Service costing – Each per unit service

Air conditioner size in BTU's	Gauteng					Mpumalanga	Eastern Cape			
	Type for service	Rietfontein	Holfontein	Sundra	Chloorkop	Rosslyn	Middleburg	Port Elizabeth	East London	Aloes
	Minor									
	Major									

Air conditioner size in BTU's	KwaZulu-Natal			Western Cape		
	Type for service	Shongweni	Richards Bay	Prospecton	Vissershok	Belville
	Minor					
	Major					

Description	UOM	Price ex VAT
Commercial Bar Fridge Service	Per Service	
Ice Machine Major Service	Per Service	

Contractor may indicate any other applicable costs

Repairs, and Components, Installations costs for air conditioner sizes (BTU's & make)

3.4 ANNEXURE C – TENDER SUBMISSION FORM

TENDER SUBMISSION FORM

DESCRIPTION OF SERVICE : PROVISION OF AIR CONDITIONING
SERVICES FOR A PERIOD OF TWENTY-
FOUR (24) MONTHS

TENDER NUMBER : EWM2026/12

TENDER CLOSING DATE : 04 September 2026 @ 16H00

BIDDER INFORMATION	
COMPANY NAME	
NAME OF REPRESENTATIVE	
DESIGNATION OF REPRESENTATIVE	
SIGNATURE	
DATE OF SUBMISSION	
METHOD OF SUBMISSION (PLEASE TICK UNDERNEATH METHOD OF DELIVERY)	
EMAIL	WEBSITE
RECEIVED BY (NAME & SURNAME)	
DATE RECEIVED	
SIGNATURE	
DESIGNATION	

3.5. ANNEXURE D – TERMS AND CONDITIONS OF TRADE

TERMS AND CONDITIONS OF TRADE
Between
ENVIROSERV WASTE MANAGEMENT (PTY) LTD
(Reg. No: 2008/021152/07) / (VAT No: 4300251123)
("EnviroServ")
And

.....
(The Supplier ")
Company registration no.: VAT no:
Physical address: Postal address:
.....
.....
.....
Tel no: Fax no: Email:

1. Payment

Payment to the Supplier shall be effective within _____ from date of statement being emailed to EnviroServ.

2. Invoices

Invoices for services rendered/good supplied shall reflect the correct order number(s) and VAT number of the Supplier and EnviroServ; invoices shall be signed off by the authorised representative of the Supplier and shall be approved and signed off by a duly authorised representative of EnviroServ and to be valid for payment to be affected thereon. Invoices are to be emailed to librariangauteng@EnviroServ.co.za.

3. Bank particulars

Confirmation of the Supplier's banking particulars shall be confirmed in writing by the Supplier's banker alternatively by producing a cancelled cheque of the Supplier's banking account.

4. Discount

Early settlement discount will only be permitted if so agreed.

5. Service delivery

The Supplier shall deliver goods/supply services at the designated address specified in the Purchase Order. The Supplier will advise EnviroServ timeously of early/delayed performance.

6. Revoking of Purchase Order

EnviroServ reserves the right to revoke or cancel any Purchase Order by giving notice by electronic email to the Supplier.

7. VAT Registration

The Supplier shall produce a copy of its VAT registration certificate to EnviroServ.

8. Supplier's contractual terms

Contractual terms of the Supplier will only be of force and effect if presented to EnviroServ and accepted by it in writing.

Signed at.....on this..... day of 2026.

.....
Full name of signatory Signature Position of signatory of the Supplier

Signed at.....on this..... day of2026

.....
Clifford Mavundza
Head of Procurement and Supply Chain

3.5 ANNEXURE E – EVALUATION CRITERIA

Evaluation Criteria		Weighted Score
		80/20
OPERATIONAL EFFECTIVENESS (SERVICE DELIVERY)		30
1	Technical Competence / Service: Company experience and Technical compliance with scope of work • Technical Proposal and Company Profile: - Ability to deliver required services - Expertise, Key Personnel profiles and relevant qualifications - 3 contactable Client References to test contract history	25
2	Administrative Compliance to Tender requirements - All supporting documents have been submitted - Did not submit all the required documents but submitted minimum documents: Completed RFP Document, All Annexures, Valid BBEEE Certificate/Affidavit, Valid Tax Clearance, Company Document & Company Profile	5
FINANCIAL IMPACT (COST, FINANCE, WARRANTIES)		50
1	Fee structure	50
ECONOMIC EMPOWERMENT (B-BBEE & strategic partnership)		20
1	B-BBEE Level	10
2	% Black Ownership	5
3	% Black Woman Ownership	5

AGREED METHODOLOGY FOR TENDER EVALUATION CRITERIA (80/20 RULE)

- **80% CRITERIA**
 - **50% FOR PRICE (MAX)**
 - Lowest = 50%
 - 2nd Lowest = 25%
 - 3rd Lowest = 10%
 - Others – 0%
 - **20% FOR EXPERIENCE/TECHNICAL COMPETENCE (MAX)**
 - Technical proposal, references and company profile = 25%
 - Experience - ability to deliver required services - 10%
 - Expertise = 5%
 - National footprint and service capability = 5%
 - No company experience/profile = 0%
 - No references = 0%
 - **10% FOR ADMINISTRATIVE COMPLIANCE (MIN)**
 - Submitted all required documents = 10%
 - Did not submit required documents = 0%
- **20% BEE CRITERIA**
 - **10% BEE LEVEL**
 - Level 1 = 10%
 - Level 2 = 7.5%
 - Level 3 = 5%
 - Level 4 = 2.5%
 - Level 5,6,7,8 = 0%
 - **5% BO%**
 - BO ≥ 51 = 5%
 - BO < 51 = 0%
 - **5% BWO%**
 - BWO ≥ 30% = 5%
 - BWO < 30% = 0%

3.6. ANNEXURE F – CODE OF CONDUCT

Refer to Annexure F, issued as a separate document – This annexure forms part of the tender documentation and must be read in conjunction with this tender.