



**City Improvement District**

**Blackheath**

committed to making a difference

**REQUEST FOR PROPOSAL**

**FOR**

**THE PROVISION OF URBAN CLEANING AND MAINTENANCE SERVICES ON A FIXED**

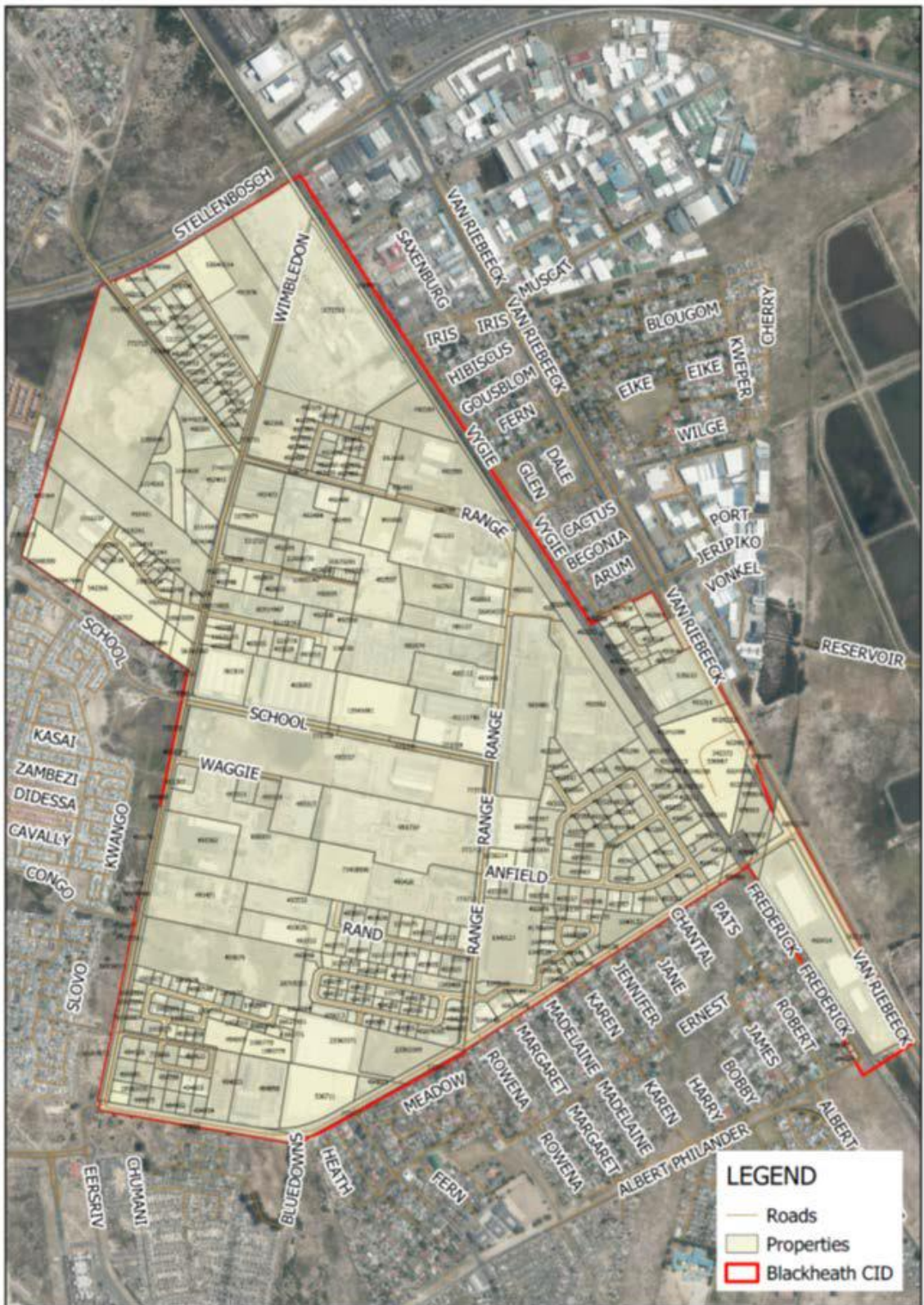
**TERM CONTRACT**

**TO THE**

**BLACKHEATH CITY IMPROVEMENT DISTRICT (BCID) NPC**

**MAY 2026**





## **INTRODUCTION**

The Blackheath City Improvement District (BCID) was formally established in 2005 providing supplementary public safety, urban maintenance, and urban cleaning services in partnership with the City of Cape Town.

## **VISION AND MISSION OF THE BCID**

To transform the Blackheath Industrial Area into a sought after and preferred, attractive and secure, centrally located Industrial and Commercial business district and thereby enable business retention and expansion.

To provide enhanced area management and additional municipal services, including public safety, cleansing and marketing campaigns and assist the City with their focus on, the rehabilitation of and the upgrade to, municipal infrastructure within the Blackheath Industrial Area, whilst promoting social development.

## **GOALS OF THE BCID**

The BCID aims to promote Blackheath Industria as a sought after and preferred Industrial and Commercial Node by:

- Regular marketing and other positive press-based initiatives
- Endeavouring to offer a future for potential buyers and the development of new businesses
- Creating an environment that cares about and values the safety and security of all workers and guests.
- Establishing a clean, up-market Industrial Area that is attractive, well-governed and has a process whereby issues can be addressed and resolved with local infrastructure owners.
- Creating a competent, competitive industrial node with a large skills base, growing capabilities
- Supporting the local business community and their staff by assisting them with issues regarding their personal safety by:
  - Improving public safety
  - Constant maintenance and cleansing
  - Planned environmental development, including but not limited to beautifying and upgrading public areas, verges and facilities; and
  - Promoting social and economic development in an environmentally sustainable manner.

## **Statutory Mandate**

The Blackheath City Improvement District NPC is governed by the CID By-law and Section 22 of the Municipal Property Rates Act. Its main responsibility is to consider, develop, and implement improvements and upgrades within the geographical area of the Blackheath City Improvement District, supplementing services provided by the CCT.

Funding for these initiatives comes from additional rates collected by the CCT from qualifying property owners within the CID's registered boundaries. The collected rates are then allocated to the company according to the legislation. The CID may also receive additional funding through local fundraising initiatives.

In managing these funds, the company operates under the oversight of the CCT, adhering to the CID By-law and CID Policy, as well as the public procurement principles enshrined in Section 217 of the Constitution of the Republic of South Africa, 1996. These measures ensure transparency, accountability, and effective use of resources for the improvement and development projects within the Blackheath City Improvement District.

## 1 SECTION 1: NOTES TO PROPOSERS

The Board of the Blackheath City Improvement District (BCID) invites suitably qualified and experienced service providers to submit proposals for the provision of urban cleaning and maintenance services.

### 1.1 THE SITE AND APPLICATIONS

1.1.1. The address from where CID urban cleaning and maintenance services are required is:

1.1.1.1. Within the demarcated Boundary of the Blackheath City Improvement District (BCID) NPC, as depicted in the map above.

1.1.2. The Proposers shall view the area and ensure they are thoroughly acquainted with all aspects that fall within the scope of providing urban cleaning and maintenance services to the BCID, including but not limited to the nature of the area and all general matters which may influence the Proposers.

1.1.3. The Proposers are also required to confirm if the BCID requested manpower and equipment is sufficient, inadequate or excessive. A motivation for additional manpower and/or equipment should be included if the current requirements are deemed inadequate. Costing for additional manpower and/or equipment should be included in the Proposal submitted as an additional annexure.

1.1.4. The Proposers are required to only provide Proposals for the services as set out in Sections 5 of the Request for Proposal.

1.1.5. Section 5 covers the required urban cleaning and maintenance services for the BCID.

1.1.6. No demands for any extras in connection with the location, conditions, or nature of the services will be entertained for the duration of the contract.

### 1.2 SCOPE OF CONTRACT

1.2.1. The Proposal is for the provision of urban cleaning and maintenance services for a period of 60 months, commencing 1 July 2026 until 30 June 2031. The successful Proposer will be required to conduct handover from 29 June 2026 at no cost to the BCID.

1.2.2. This Proposal comprises the provision and maintenance of physical urban cleaning and maintenance services as defined under section 5 (five) hereof, including all aspects required for the effective urban maintenance of the BCID, defined and signed by both parties.

### 1.3 PROPOSALS

1.3.1. All proposals must be submitted via email to [admin@bcid.co.za](mailto:admin@bcid.co.za) with the subject: “**Proposal for Urban Cleaning and Maintenance Services – BCID**”, by no later than 12h00 on Friday 8 May 2026. Proposers are referred to “FORM FOR PROPOSERS” included in this document.

1.3.2. The lowest, or any, or a portion of any Proposal will not necessarily be accepted and the BCID does not bind itself to assign any reason for the rejection or acceptance of a Proposal. Any

addition, omission or condition added to the FORM FOR PROPOSERS could result in the Proposal being disqualified.

- 1.3.3. All costs related to the submission of this proposal must be borne by the relevant applicants/companies/service providers and they shall have no claim for cost recovery to the Board or its representatives whatsoever.
- 1.3.4. The Proposal shall remain valid and open for acceptance for a period of ninety days (90) days from 1 June 2026.
- 1.3.5. The BCID Board decision on the appointment of the preferred urban cleaning and maintenance service provider will be final and no negotiations will be entered into.

#### **1.4 CONTRACT PRICE ADJUSTMENT PROVISIONS**

- 1.4.1. The contract price, excluding VAT, will remain fixed and firm for the duration of the first 12 (twelve) months of the contract period.
- 1.4.2. The contract price may be increased at the end of each 12 (Twelve) month period in line with the approved BCID budget. It must be noted that no increase beyond the City of Cape Town approved BCID budget for Cleaning (and related line items) will be considered.
- 1.4.3. The current BCID Budget and Business Plan for 2026 to 2031 are available on the BCID website.

#### **1.5 PROGRAMME**

- 1.5.1. The Proposers attention is drawn to the contract dates as contained herein.

### **2 SECTION 2: CONDITIONS OF CONTRACT**

#### **2.1 STANDARD CONTRACT**

- 2.1.1. The standard Contract or Service Level Agreement of each Proposer shall be submitted together with the Proposal documents. Proposers are advised that standard clauses such as those denying any and or all liability, automatically renewing the contract for additional periods and building-in increases will not be accepted.
- 2.1.2. A final contract will be negotiated in detail with the successful Proposer. The award of the whole or any part of the Proposal to any service provider shall be based on the successful completion of the principal contract prior to such award having any effect.
- 2.1.3. The contract for the provision of BCID urban cleaning and maintenance services is for a period of 60 (sixty) months, commencing 1 July 2026 until 30 June 2031. However, a clause shall be drafted into the contract which gives the BCID Board the option to cancel the contract:
  - 2.1.3.1. if the appointed service provider does not perform satisfactorily.
  - 2.1.3.2. if the BCID is dissolved in accordance with Chapter 4 of the SRA by-law of the City of Cape Town.

- 2.1.3.3. if the BCID Term and Business Plan is not renewed by the City of Cape Town, should a CID renewal application be submitted during the contract period.

### **3 SECTION 3: SPECIAL CONDITIONS OF CONTRACT**

#### **3.1 REQUIREMENTS FOR PROPOSALS**

##### **GENERAL**

- 3.1.1. Proposers should note that prior to award of this contract, the BCID will require the Proposer to provide satisfactory assurances regarding availability and suitability of managerial and supervisory personnel and other resources, and methods of deployment, to demonstrate that the required level of service **and supervision** can be attained and maintained.
- 3.1.2. Submission of a Proposal shall be deemed to be the Proposers acknowledgement and acceptance of the detailed specification (Section 5) of the Proposal. Prior to formal award of this contract the successful Proposers will be required to provide proof of current and valid professional indemnity insurance.
- 3.1.3. Notwithstanding this being an invited request for Proposal, the formal employment of the successful Proposers will only be made where the Proposer has complied with the foregoing requirements.
- 3.1.4. Service providers with proven City Improvement District urban cleaning and maintenance experience are preferred and Proposers should provide substantive evidence thereof in their proposal.

##### **CONDITIONS OF EMPLOYMENT**

- 3.1.5. Under no circumstances will the appointed contractor be entitled to sub-contract the awarded work or any portion thereof without the prior agreement in writing of the BCID Board who may refuse such agreement without the need to furnish any reason.

##### **DOCUMENTATION**

- 3.1.6. Any special conditions of offer forming part of the Proposers proposal submission, which are at variance with the provisions of the Request for Proposal, are superseded by such provisions.

##### **INSURANCE**

- 3.1.7. The Proposers are required to maintain their own insurance in respect of Public Liability claims with a limit of indemnity of not less than R2,000,000 (Two million Rand) for any one incident. The Proposers are required to maintain their own insurance in respect of Professional Indemnity claims with a limit of indemnity of not less than R2,000,000 (Two Million Rand) per event.
- 3.1.8. The Proposers are required to effect insurances in respect of the C.O.I.D. Act 1993 and Employer's Liability claims. Proof of such insurances will be required prior to your appointment in terms of this Proposal. The Proposers are reminded that they are responsible for insurance of their own equipment and vehicles etc.

## **FINANCIAL**

- 3.1.9. It is the Proposers responsibility to ensure that their statement of account is timeously submitted to the Financial Director for approval. A detailed Tax Invoice must substantiate each item on the statement of account. This documentation should reach the BCID by the 20th of each month. Payment will be in arrears and be paid by the last day of each month of service delivery.
- 3.1.10. The Proposers will be required to provide the necessary resources in order that their services are rendered in accordance with the terms of the Request for Proposal and any variations that may be agreed to by both parties at any time within the duration of the contract. No claims will be recognised for overtime working, disruption, out-of-sequence activities, or additional supervision and/or personnel unless same has been authorised by the BCID Board in writing prior to commencement of such activities.
- 3.1.11. High Standards of efficiency are the essence of this contract, and it is essential that the Proposer's services be executed in the most efficient manner. The Proposers will be required to fully supervise their personnel and to be represented by senior management level employees (Contract Manager) at regular progress, coordination, and Board meetings, as necessary. The Contract Manager must be available to the BCID Board at all reasonable times to address operational and management issues. The Contract Manager reports directly to the BCID Manager.
- 3.1.12. The Proposers will be obliged to fully comply with the agreed Site Procedures on site and in each function to give effect to their obligations in terms of the service to be rendered.

## **STAFF FACILITIES**

- 3.1.13. The Proposers may be required to make suitable arrangements for staff members deployed to the site to have access to rest room and lunchroom facilities and any other such staff amenities where the BCID do not have such facilities readily available. The need to provide such facilities should be established during the site survey as required in 1.1.2.

## **SAFETY**

- 3.1.14. It is the Proposers responsibility to ensure that their employees work in conditions compatible with the OHS Act, with all equipment in good order.
- 3.1.15. It is the Proposers responsibility to ensure that their workplaces and any staff facilities are always kept clean and tidy. Failure to comply with this responsibility within 24 hours of being instructed to do so will result in the BCID Board contracting a service provider to conduct such clean up and removal operations and deducting the cost thereof from monies due to the Proposers or which may become due to them.
- 3.1.16. The following are mandatory requirements that must be included and considered by the Proposers in formulating their Proposal and expressly be dealt with in the Proposal document:
- Signed request for Proposal document.
  - Manpower deployment schedule /quotation
  - List of contactable CID references.

- Company profile.

3.1.17. The following documents must be made available at request during the evaluation process and/or prior to the commencement of the contract:

- Copy of company registration document.
- Copy of company public liability insurance cover.
- Bank letter.
- Letter of good standing from COIDA.
- Tax compliance status.
- Copy of the company's standard contract regarding the provision of management services and all relevant annexures thereto.

#### **4 SECTION 4: PROGRAMME**

##### **4.1 Issue of request for Proposal documentation:**

Wednesday 15 April 2026

##### **4.2 Proposal to be submitted:**

Strictly by 12h00 on Friday 8 May 2026

##### **4.3 Proposers' adjudication:**

Thursday 14 May 2026

##### **4.4 Optional representation by at most two selected companies to BCID Board:**

TBD if required.

##### **4.5 Awarding of contract by BCID Board:**

Monday 1 June 2026

##### **4.6 First Deployment:**

Wednesday 1 July 2026 or as agreed upon with the Board.

##### **4.7 End of Contract: 30 June 2031**

#### **5 SECTION 5: DETAILED SPECIFICATIONS – URBAN CLEANING AND MAINTENANCE SERVICE**

The Board of the BCID is set on succeeding in its mandate to make the area a safe, secure and pleasant working environment for the property owners, businesses and customers that work, visit and shop in the area every day. To address these needs the BCID urban cleaning and maintenance service provider must:

- Provide, in coordination with the BCID, the cleaning, greening and maintenance of the public spaces in the area.
- In co-operation with the relevant City of Cape Town departments, take actions to address and monitor urban management issues related to the public infrastructure in the BCID area.
- Through constructive partnerships with all the role-players in the BCID, initiate a recycling initiative to improve the sustainability of the businesses and potentially create employment opportunities and social upliftment in the area.

## 5.1 Fundamental Requirements

- Demonstrate an intimate knowledge of urban cleaning and maintenance through a record of similar projects completed.
- Provide detailed information on their existing infrastructure (e.g. vehicles, staff, equipment) and economies of scale that will support the operations of the BCID.
- Be experienced in providing urban cleaning and maintenance for City Improvement Districts (CID's) and Special Rating Areas (SRA's). Record to be submitted.
- Development of a sustainable public cleaning programme for the BCID area.
- Provision for the supervision of the deployed staff.
- Monitoring of the overall compliance with standards of service delivery.
- The sweeping of streets, road kerbs, channels and sidewalks with brooms and associated equipment.
- The cleaning of all public areas including parking areas and public open spaces through litter picking.
- Grass cutting by means of brush cutters.
- Collection and removal of illegal dumping daily.
- Undertake small urban maintenance projects where such projects can be executed by the cleaning and maintenance team.

## 5.2 Proposers must provide for:

- Hard bristle platform brooms for area cleaning and dust pans as required.
- Wheelbarrows and/or wheeled bin/s for cleaning tasks as may be required.
- Rakes, spades, and other utility items to ensure proper execution of the cleaning tasks.
- Petrol driven brush cutters and all petrol, lubricants and cutting lines required to operate.
- Uniformed staff and where applicable appropriate Personal Protective Equipment including safety shoes, high-viz bibs, gloves, and eye protection.
- Co-branding of uniform items (to be discussed with the Board).
- Refuse Bags.

## 5.3 Staff to be deployed.

- 8 x full time public cleaning and maintenance workers Monday to Friday which will include a supervisor.
- Monday to Friday 08H00 – 17H00 excluding public holidays including a 30-minute lunch break.

## 5.4 Reporting

- The service provider must provide weekly reports on work done including management data and photographic evidence.

All proposals must be submitted via email to [admin@bcid.co.za](mailto:admin@bcid.co.za) with the subject: “**Proposal for Urban Cleaning and Maintenance Services – BCID**”, by no later than 12h00 on Friday 8 May 2026.

Although all the relevant information is contained in the Business Plan of the BCID, proposers are free to request further information which may be useful in informing the proposal process by sending **one** email to [admin@bcid.co.za](mailto:admin@bcid.co.za) no later than 29 April 2026.

**PROPOSALS RECEIVED AFTER THE CLOSING TIME (12H00 ON FRIDAY 8 MAY 2026) WILL NOT BE CONSIDERED.**

**6 SECTION 6: FORMS FOR PROPOSERS**

**PROVISION AND URBAN CLEANING AND MAINTENANCE SERVICES TO THE BCID**

We, the undersigned are willing to contract for, perform and complete the whole of the works relating to the provision of urban cleaning and urban maintenance in accordance with the specifications prepared and furnished pursuant to this PROPOSAL.

(Figures) R \_\_\_\_\_ per month without VAT

(Words) \_\_\_\_\_ per month

excluding VAT The following documentation is attached:

1. A detailed and full CID Urban Cleaning and Maintenance Services Proposal as per request for PROPOSAL document.
2. All relevant documentation as requested in Section 3.

We hereby certify that we have inspected the site/s and have fully acquainted ourselves as to the conditions under which the work is to be performed.

We further undertake that this PROPOSAL shall hold good for a period of ninety (90) days from 1 June 2026.

We agree that the lowest, or any part, nor portion of any PROPOSAL will not necessarily be accepted.

NAME: \_\_\_\_\_  
(Full Name)

SIGNATURE: \_\_\_\_\_

IN THE CAPACITY: \_\_\_\_\_  
OF (Designation)

ON BEHALF OF: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_ DATE: \_\_\_\_\_