

HEAD OFFICE
24 Johnson Road
Riverwoods Office Park
Bedfordview
Johannesburg, 2008
Private Bag X105
Melville, 2109
Tel: (011) 372 3300
Fax: (011) 453 0695

EASTERN CAPE
Waverley Office Park
3 - 33 Phillip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
163 Nelson Mandela Dr
Sanlam Building
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
33 Hoofd Street
Forum 01B, 5th Floor
Braampark Office Park
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU NATAL
333 Smith Street
(Antonie Lembede Street)
Durban Bay House
12th Floor, Suite 1203
Durban
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
29 Hans van Rensburg Str
Kwane Chambers
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
Office 2, Block B, 1st Floor
6 Streak Street
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE
6A Long Street
Bobby's Walk Building
Kimberley, 8300
Tel: (053) 832 0051 / 2
Fax: (053) 832 0047

NORTH WEST
78 Retief Cnr Peter
Mokaba Street
Sparkling Office Park
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
2 Old Paarl Road
Sunbel Building
Office 205, 2nd Floor
Belville, 7535
Tel: (021) 946 4022
Fax: (021) 946 4043

BID NO: SCMU: 05 - 2017/18

REQUEST FOR BIDS

TERMS OF REFERENCES FOR CLEANING SERVICES AT THE ETDP SETA HEAD OFFICE

1. PURPOSE

The purpose of this RFQ is to appoint a registered service provider to provide Cleaning services for ETDP SETA head office from **1st November 2017 to 30 June 2020**.

NB: Interested parties may come and visit the site at Umoya House 2-6 New Street, South Marshalltown, Johannesburg CBD- Ghandi Square.

An email must be sent to SibusisoK@etdpseta.org.za or BonganiC@etdpseta.org.za to arrange the visit.

2. PROJECT SCOPE / DELIVERABLES

- The ETDP SETA has a head office for which a cleaning service is required.
- The successful provider will sign a contract with the ETDP SETA which will include specific contractual obligations.
- Companies are hereby invited to submit quotations as per the objective and tasks given below.
- Square total square meters for the head office is **4200m²** which is inclusive of the storage facilities.
- The ETDP SETA will keep the register which will be signed by the cleaners and as well as by the supervisor upon each visit
- The company will report to the Supply Chain Manager in terms of the deliverables agreed upon.
- The company will have to submit an invoice on the 20th of each month for services rendered.
- A profile of the company should be submitted to the ETDP SETA together with the quotation & the CV of the dedicated cleaner. The company must be **fully** registered with relevant authorities and provide proof thereof. Proof of similar services and list of 3 references within the surrounding area must also be provided.

3. SCOPE OF WORK

The company is expected to provide the following service:

- Clean office space of **4200m²** square meters.
- Supply dedicated general workers/cleaners, who should be responsible for the following:
 - Clean offices (**5 Floors**)
 - **7** boardrooms,
 - **5** kitchens,
 - **1** Canteen
 - **2** Balcony

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- **8** storerooms,
- **3** Training rooms accommodating + - 136 people
- Vacuum carpets in offices at least three times a week,
- Cleaning of **10** toilets twice daily,
- Empty dust bins twice a day on each visit (i.e. on arrival and before the worker leaves).
- Clean office furniture and kitchen equipment.
- Deep clean office chairs and carpets (i.e. clean upholstery chairs with wet cloth and multi-purpose cleaner when necessary and deep clean carpet every six months).
- Wash dishes and other cutlery in the kitchen twice a day
- The company will provide cleaning Equipment and consumable materials (consumables) i.e. Sunlight or equivalent dishwashing liquid soap, disinfectant, floor cleaning soap and polish, dishwashing cloth, furniture polish, furniture cleaning cloth, Multi-purpose cleaner, e.g. domestos /windowlene etc. fragrant, refuse bags, paper towel rolls and hand soap and vacuum cleaners.
- The Supervisor to monitor all general workers on site and ensure that the cleaning materials and consumables are always available on stock.
- The company representative will have to sign an agreement with each of the cleaners and furnish the ETDP SETA with a copy
- The house keeper shall prepare conference rooms for ETDP SETA meetings and arrange for refreshments as required.

NB: PLEASE NOTE THAT THESE SERVICES WILL EXCLUDE COMMON AREAS WHICH NAMELY:

- **Main Foyer/lobby on ground floor**
- **Exterior to the building**
- **Lifts**
- **Staircases**
- **Basements**
- **Parking area**

4. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

4.1. STAGE 1

Entails the evaluation based on **Pre-qualification criteria**.

4.1.1. PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT

The ETDP SETA will only consider bids from the following designated groups/companies:

- a. An Exempted Micro Enterprise (**EME**) or Qualifying Small Business Enterprise (**QSE**) in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act with a minimum of Level 1.

NB: Any Bid which fail to meet a pre-qualification criteria will be disqualified and cannot be evaluated in the second stage

4.2. STAGE 2

The evaluation will be guided by ETDP SETA procurement policy. Bidders will be evaluated on the submitted **Mandatory documents**. Failure to submit these documents will lead to disqualification.

4.2.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Original valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS* - **SBD 2**
2. Legal entity registration documentation (CIPC registration documentation/trust deed)
3. Certified copies of IDs of directors/trustees/owners
4. Declaration of Interest – **SBD 4**
5. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
6. Certificate of Independent Bid Determination – **SBD 9**
7. The service provider must be fully accredited and registered with relevant authorities (SARS, and COID)
8. A profile of the company should be submitted to the ETDP SETA together with the quotation and CV of the dedicated cleaners.
9. Proof of similar services and list of three (3) references must be provided
10. Certified of valid registration certificate with the relevant bargaining council.
11. Certified copy of a valid Unemployment Insurance Fund (**UIF**) registration certificate

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4.3. STAGE 3

NB: The financial proposal will only be opened should the technical proposal be found acceptable

80/20 preference point system shall be applicable in all the bids:

- | | |
|---|----|
| - Price | 80 |
| - Completed and Signed Invitation to Bid - SBD1 | |
| - Signed budget / pricing schedule. Failure to submit a signed budget / pricing schedule will result in the committee accepting the submitted price as the final bids | |
| - B-BBEE status level of contributor | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers

5. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
5. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
8. **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
9. Bids submitted are to hold good for a period of 90 days.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.

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11. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
12. All bids must first meet the pre-qualification criteria to be considered for evaluation.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.

6. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za,

Main Menu > Supply Chain Management > Tenders as from 12h00 on **18 September 2017**.

All Bids/Proposals completed and submitted in a hard copy and should be posted or hand delivered to:

**Umoya House
2-6 New Street
South Marshalltown
Johannesburg CBD- Ghandi Square
Johannesburg
2091**

Submissions can be delivered into the tender box between 08h00 and 16h30 Monday to Friday prior the closing date of **10 October 2017**.

Submissions must be delivered into the tender box between **08h00 and 16h30 Monday to Friday** prior the closing date of **10 October 2017**.

7. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 10 October 2017**.

No late bids will be accepted. Only original bids will be accepted. Bids submitted through, telephone, telex, facsimile and email **will not be acceptable**.

8. ENQUIRIES AND CORRESPONDENCES

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management Unit: Email: SibusisoK@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.