



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT (DSBD) INVITES EXPERIENCED SERVICE PROVIDERS TO RENDER COMPREHENSIVE CLEANING, HYGIENE AND PEST CONTROL (FUMIGATION) SERVICES IN LINE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND THE PREVIOUSLY PRESCRIBED COVID19 REGULATIONS AND PROTOCOLS

DSBD 0001 Corp/2023

Date issued : 12 May 2023

Closing date and time : 12 June 2023

Bid Validity Period : 120 days.

TENDER BOX ADDRESS:

Supply Chain Management

77 MEINTJIES STREET

1st FLOOR, BLOCK G

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SUNNYSIDE

0001

1. PURPOSE

The purpose of these terms of reference is to appoint a service provider who will provide comprehensive cleaning, hygiene and pest control (fumigation) services for the Department of Small Business Development (DSBD) for a period of 15 months or less from the date of signing of the SLA or till 31 October 2024

- 1.1 In line with the Occupational Health and Safety Act (OHSA), the Department seeks to appoint a service provider with expertise and experience on provision of Cleaning, Hygiene and pest control (fumigation) services.
- 1.2 During lockdown, the Department of Public Service and Administration (DPSA) together with the Department of Employment and Labour (DOEL) had previously published regulations and guidelines that all Employers are required to comply with the defined regulations to curb the spread of the COVID19 at the workplace which were later repealed. The Department has resolved that some of these hygiene protocols will be adhered to even post lockdown.

2. INTRODUCTION AND BACKGROUND

2.1 The Department (DSBD) currently occupies office space at Block G in **the dtic** campus which requires cleaning, hygiene and pest control (fumigation) services. These services will be required for a period of 15 months or less from the date of signing of the SLA or till 31 October 2024.

2.2 The space that is occupied at Block G office block has a floor area of approximately 2 800m² and consists of the first floor (1990m²) and a portion of ground floor (810m²) Both floors comprise of carpet tiles, wall to wall carpets and ceramic tiles. The floor area has open-plan and cellular offices as well as Boardrooms.

ITEMS	DESCRIPTION	QUANTITY	LOCATION
Kitchen	With appliances and BIC	1	1 st floor – East wing
		1	1 st floor – Main entrance
Serving area	With buffet counter and BIC	1	1st floor – Main entrance

Kitchenette with serving area	With buffet counter and BIC	1	Ground floor – East wing
Kitchenette with pause area	With appliances, BIC and dining set-up	1	1 st floor – East wing
		1	1 st floor – West wing
		1	Ground floor – East wing
Ablutions	Male toilets with two (2) cubicles each	1	1 st floor - East wing
		1	1 st floor – West wing
		1	Ground floor – East wing
Ablutions	Female toilets with two (2) cubicles each	1	1 st floor – West wing
Ablutions	Female toilets with three (3) cubicles each	1	1 st floor - East wing
		1	Ground floor – East wing
Ablutions	Disabled (single)	1	1 st floor East wing
		1	Ground floor-East wing

2.3 The Department of Small Business Development (DSBD) is required to comply with the Occupational Health and Safety Act, Basic Conditions of Employment Act, General Building Regulations and other related legislation that promotes a conducive work environment for its Employees and Clients, therefore, the bidder must maintain compliance levels.

2.4 The appointed bidder will be responsible for day-to-day cleaning of the building and compliance with the OHS and selected Covid19 hygiene protocols as detailed on **annexure A.**

3. DELIVERABLES

To render comprehensive cleaning, hygiene and pest control (fumigation) services at **the dtic** Campus, Block G for a period of 15 months or less from the date of signing of the SLA or till 31 October 2024

3.1 Appoint an experienced supervisor, cleaning personnel, and provide equipment, signage, and consumables to successfully deliver the required service to DSBD.

3.3. Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS. Submit a material safety data sheet for each applicable item.

3.4 Maintain the contract in accordance with the cleaning specification that is attached as **annexure A**.

3.4.1 General day to day cleaning of offices and designated areas.

3.4.2 Spring cleaning

3.4.3 Hygiene services (Including installation and servicing of equipment).

3.4.4 Pest control services (Fumigation), gel and rodent management).

3.4.5 Supply and replenish consumables in ablution facilities.

3.4.6 Replenishment of hand sanitizer containing 70% alcohol and consumables for dispensers, including the recharging of batteries at designated areas (provided by DSBD).

3.4.7 Supply, Installation and replenishing of domestic equipment in ablutions, kitchens and common areas: Dispensers, Hand towels, wet wipes and Soap.

3.4.8 Deep cleaning (Dry powder carpet cleaning services).

3.4.9 Deep cleaning (Wet carpet cleaning services).

3.4.10 Upholstery services (Office Chairs and Couches).

ANNEXURE A

CLEANING SPECIFICATION

- The Cleaning Specification is as follows and will form part of the Service Level Agreement. The services rendered will be measured against the signed Service Level Agreement and penalties will be imposed should there be non-compliance to the SLA.

Frequency Key:

Daily = Monday to Friday

Weekly = once a week Monday to Friday

Daily check and carry out task when necessary = to be checked once a day and clean if necessary but should be fully cleaned once a week as a minimum.

Saturday and Sunday – Deep cleaning, Spring cleaning, Pest Control and any unplanned/ emergency services.

Public Holiday = DSBD closed

DAY-TO-DAY CLEANING

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
LOCATION: All floors core cleaning		
Break Glass Alarm Points	Dust clean and damp wipe	Daily
Vacuum cleaning	Carpet tiles - Vacuum clean (Notify FM Services daily of any spills on carpet tiles)	Weekly
Deep cleaning of carpets (Dry)	Carpet tiles in open plan and wall to wall carpets in offices and boardrooms	In the event of emergency/ unplanned
Deep cleaning of carpets (Wet)	Carpet tiles in open plan and to wall to wall carpets in offices and boardrooms	Every 3 months
Consumables Supplies (Toilet Rolls, Hand Towels)	Check stock points, replenish and ensure continuous availability	Daily
Signage	Dust clean	Daily
Desk Surfaces (Including Waiting Area & Office Spaces)	Clean with surface disinfectant with sanitiser (70% alcohol content) regularly	Two times Daily
Desk Surfaces (Including Waiting Area & Office Spaces)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Dispensers & Waste-holders (All toilets and kitchens)	Wipe clean with surface disinfectant and dry wipe	Daily
Doors	Clean with surface disinfectant. Remove dust, dirt, finger marks and smudges from surface, frame, handles, fingerplates and push-plates. Surfaces shall be left dry and free from cleaning marks.	Daily check and clean as necessary
Doors	Wipe main entrance door handles with surface disinfectant	Two times Daily
Door Releases / Entry Switches	Dust clean	Daily
Evacuation Chairs	Wipe clean and dry wipe	Daily
Fire Extinguishers	Dust clean extinguisher and base unit ensuring they are in their correct position. Vacuum clean under unit.	Daily
All Interior Glass in internal office areas	Clean with window cleaner. Remove dust, dirt, finger marks and smudges. Surfaces shall be left dry and free from cleaning marks.	Daily
Laminate Signage	Wipe clean and dry wipe	Daily
Light Switches	Dust clean	Daily
Mirrors	Clean and dry-wipe to leave smear-free	Daily
Paintings	Dust clean glass and wooden frame	Daily
Cleaning of shredding machines	Remove full bags, fit in new liner and clean the shredding machine	Daily
LOCATION: All Floors (Including toilets, offices, kitchens, meeting rooms & internal corridors, storerooms)		
Skirting Boards / Architraves	Wipe clean and dry wipe	Daily
Steel Floor Plates Underneath Doors	Wipe clean and dry wipe	Daily
Telephones	Dust clean and wipe with surface disinfectant	Daily
Upholstered Seats	Vacuum clean to remove all dust; refuse particles and fluff	Daily
Upholstered Seats	Steam cleaning of Chairs and Couches	Annually
Tiled Floors	Spot mop to remove spillage or other soilage. Surface should be left dry and free from cleaning marks.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Wall Surfaces	Spot clean and remove all spill or collision marks	Daily check and clean as necessary
Windowsills (Standard Reach)	Dust clean sills and frames	Weekly
Window Blinds	Vacuum clean all slats	Weekly
Waste Bins (General Rubbish)	Empty & fit new liner. Replace bin to original position.	Daily
Water Coolers (All Floors)	Clean, remove lime scale marks, rinse and dry wipe to leave smear-free.	Daily
Exterior Surfaces		
Wooden Surfaces (Including Modesty Screens)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
LOCATION: Reception Areas and Internal Lobbies– Block G		
Desk Surfaces	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Desk Surfaces	Wipe with surface disinfectant.	Two times Daily
Wooden filling cabinets	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry removing cleaning marks with a dry cloth or paper towel if necessary.	Daily
General Waste Bins	Empty & fit new liner. Replace bin to original position.	Daily
Non-desk wooden surfaces (i.e. cupboard tops)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Wooden Bookcases and display cabinets	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry removing cleaning marks with a dry cloth or paper towel if necessary.	Daily
Glass Doors (Interior)	Clean with window cleaner. Remove dust, dirt, finger marks and smudges from surface, frame, handles and push plates. Surfaces shall be left dry and free from cleaning marks.	Daily
Stainless Steel Handles and Locks on Glass Doors (Interior)	Wipe clean and dry wipe	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Stainless Steel Handles and Locks on Glass Doors (Interior)	Wipe with surface disinfectant.	Two times Daily
Carpeted Mats	Vacuum clean	Daily
Tiles	Spot mop to remove spillage or other spoilage. Surface should be left dry and free from cleaning marks.	Daily
Upholstered Seats Outside Meeting Rooms	Vacuum clean to remove all dust; refuse particles and fluff	Daily
LOCATION: Other Entrances and Areas – Block G		
Concrete Floors	Sweep with hard brush and dispose of debris Wash & disinfect as and when necessary.	Weekly
Doors	Clean with clean water only. Remove dust, dirt, finger marks and smudges from surface, frame, handles, finger plates and kick plates. Surfaces shall be left dry and free from cleaning marks.	Weekly
LOCATION: Lobby Areas		
Bins	Empty contents into designated refuse bin in car park and replace bin to original position.	Daily
LOCATION: Meeting Rooms		
Tea stations	Clean with surface disinfectant and dry wipe, all surfaces. Drip tray to be removed and hygienically cleaned with surface disinfectant and replaced.	Daily
Table Surfaces - Top	Clean with water and sanitise with surface disinfectant and dry wipe, any uncovered work surface.	Two times Daily
Table Surfaces - Bottom	Check and remove any chewing gum from the underside of the tables. Clean with clean water only if necessary to ensure all spill marks are removed.	Weekly
Chairs	Clean wooden frame with clean water only and dry wipe. Vacuum clean fabric.	Weekly
LOCATION: X 6 Kitchens / Tea stations Ground and 1st Floors		

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Cupboards and Sink	Clean with water only and dry wipe laminate/granite tops, sinks, doors and cupboard interiors. Polish dry.	Daily
Dish Cleaning	Clean dishes in all the Kitchens in the morning before 10am and afternoon before 3pm	Twice daily
Kitchen Work Surfaces	Clean with disinfectant spray, rinse and dry wipe, all work surfaces. Polish dry.	Daily
Hydro Boilers	Clean with clean water only and polish dry.	Daily
General Waste Bins	Empty & fit new liner. Replace bin to original position.	Daily
Cupboard Doors	Wipe clean and dry wipe	Daily
Microwaves	Full deep clean and dry wipe of exterior and interior, disinfect	Daily
Fridges	Damp wipe and wipe dry Fridge exterior, disinfect.	Daily

HYGIENE SERVICES – MONTHLY (once-off installation of related equipment)

QUANTITY	DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
10	SHE-bins with plastic liners and disposable bags	Supply bins and service SHE– bins	Once daily check and carry out task when necessary. Compulsory disposal in line with NEMA.
10	SHE-packets	Install equipment and refill	Install equipment once and then daily check and refill when necessary.
13	Toilet seat spray (foam)	Install equipment and refilling the seat spray (foam)	Install equipment once and then daily check and refill when necessary
13	Toilet pan hygiene auto janitors	Install hygienic detergent dosing auto janitors to toilet pans	Install equipment once and then daily check and refill when necessary
8	Wall mounted auto air-freshener holders	Install equipment and refilling of auto air-freshener.	Install equipment once and then daily check and refill when necessary
8	Hand soap dispenser	Install equipment's and refilling of hand wash soap.	Install equipment once and then daily check and refill when necessary
6	Urinal auto-genitors	Install equipment and refill	Install equipment once and then daily check and refill when necessary
8	Auto Cut Hand towel dispensers rolls in toilets	Install equipment and refill	Install equipment once and then daily check and refill when necessary
13	Toilet paper dispensers (TR3)	Install equipment and refill	Install equipment once and then daily check and refill when necessary
5	Auto Cut Hand towel dispensers rolls in kitchens	Install equipment and refill	Install equipment once and then daily check and refill when necessary
5	Dishwashing soap dispenser in all kitchens	Install equipment's and refilling of dishwashing soap.	Install equipment once and then daily check and refill when necessary

CONSUMABLES – DAILY (as and when required)

DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
Toilet paper (1 ply, white, 350 sheets, SABS approved)	Supply and replenish, when necessary, no cases of no toilet paper will be tolerated	Daily check and carry out task when necessary
Centre feed, perforated hand paper towel (white, SABS approved)	Supply and replenish, when necessary, no cases of no paper towel will be tolerated	Daily check and refill when necessary
Hand soap - foamy with moisturiser	Supply and replenish, when necessary, no cases of no hand soap will be tolerated	Daily check and refill when necessary
Automatic spray air-freshener	Supply and replenish (including batteries). No cases of no air-freshener will be tolerated	Daily check and refill when necessary
Refuse bags: • SHE bins • Office/Boardroom/Kitchen bins • General bags	Supply	Daily check and refill when necessary
Pee mats	Supply	Replace monthly
SHE packets	Supply	Replace monthly

PEST CONTROL – ONCE EVERY 3 MONTHS

Services Required:	• Quarterly fumigation (pest control). Insect / rat / vermin control to internal office space including kitchens and outside space. • Fumigation (pest control) schedule to be provided by supplier, agreed to by DSBD Facilities Manager, and updated where necessary. • SANS approved, environmentally friendly products and allergy free products to be used. • Rat traps inside and outside the building including building perimeters and basements.
The service provider must submit a completion certificate and material safety data sheet for each interval. Regarding the labelling of detergents: ensure that the detergents used are labelled with a relevant Material Safety Data Sheet (MSDS) in line with the hazardous chemical substance regulations.	

- Provide the required cleaning personnel to successfully deliver the required service to the Department (DSBD). The service provider must provide for at least 5 x cleaning personnel of which 1 must be a supervisor and 1 allocated to the waste area and surrounding areas (not restricted to). The supervisor and 1 employee dedicated to the waste area and the surrounding areas must be able to render services where necessary in the building. Working hours are from 06h30 till 15h30 weekdays only (excluding public holidays). In exceptional circumstances (including emergencies and scheduled pest control and deep cleaning) after-hour services may be requested at DSBD's discretion.
- Responsible for the provision and management of all equipment and materials necessary to provide the specific service. Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS and National Environmental Management Act (NEMA).

4. METHODOLOGY AND DESIGN

- 4.1 The intervals and frequency for each service will be guided by **Annexure A**.
- 4.2 The Service provider must allocate the relevant Uniform, PPE, consumables and equipment for this project.
- 4.3 The service provider is expected to appoint a supervisor who will monitor work done jointly with a Departmental representative.

5. SCOPE OF WORK

5.1 DAY TO DAY CLEANING

- 5.1.1 Offices (floors, furniture, walls, door handles)
- 5.1.2 Wiping of all surfaces (working stations, door handles, printers) twice per day with the surface disinfectant and keeping records.
- 5.1.3 Designated areas (Boardrooms, Kitchens/pause areas)
- 5.1.4 Outdoors and perimeter

5.2 DEEP CLEANING AND UPHOLSTERY

- 5.2.1 Deep clean all carpets
- 5.2.2 Wet wipe all skirtings
- 5.2.3 Wet wipe all window seals
- 5.2.4 Spot clean Blinds
- 5.2.5 Upholstery cleaning of Chairs and Couches

5.3 HYGIENE SERVICES

- 5.3.1 Supply, install and maintain hygiene and other related equipment.
- 5.3.2 Refill related consumables.
- 5.3.3 Replace Batteries/ charge automated Dispensers.
- 5.3.4 Service hygiene equipment.
- 5.3.5 Pressure clean ablutions.

5.4 PEST CONTROL SERVICES

- 5.4.1 Fumigation (pest control): Insect / rat / vermin control to internal office space including kitchens, storage, and outside space.

5.5 ONCE-OFF SPRING CLEANING SERVICE

- 5.5.1 Wiping of Walls and Skirtings
- 5.5.2 Wiping of Blinds
- 5.5.3 Cleaning of Windows
- 5.5.4 Cleaning of all Furniture and Equipment
- 5.5.5 Removal and disposal of boxes and other items when required

ANNEXURE B

PRICING SCHEDULE - FIRM PRICES (SERVICES)

NAME	OF	SUPPLIER:
DATE:		

Render cleaning, pest control and hygiene services in Block G which is situated in **the dtic** campus for a period of 15 months or less from the date of signing of the SLA or till 31 October 2024

DESCRIPTION	ALL INCLUSIVE MONTHLY FEE	ALL INCLUSIVE TOTAL PRICE FOR 15 MONTHS
Cleaning services – Total of 5 cleaners - X 4 General Cleaners - X 1 Supervisor (Labour deemed to be inclusive of equipment costs)	R.....p/m	R.....p/ a

Hygiene equipment service inclusive of once off installation (Refer to paragraph 3: Hygiene equipment)	R.....p/m	R.....p/ a
Spring cleaning service Once-off during relocation	R..... p/session	R.....p/ a
Pest control once a quarter (Refer to paragraph 3: Pest Control)	R.....p/m Every 3 months	R.....p/ a
Consumables (Refer to paragraph 4: Consumables)	R.....p/m	R.....p/ a
Deep Cleaning of Carpets and upholstery cleaning of furniture (2800 m ²) 6 x during the term	R..... Every 3 months	R.....p/ a
PROVISIONAL 180 HOURS	R..... 12 hours per month	R.....
SUBTOTAL		R
ANNUAL COST		R.....
TOTAL BID PRICE FOR 15 MONTHS CONTRACT PERIOD IN LINE WITH THE CLEANING SPECIFICATION AND *ALL APPLICABLE TAXES		R..... ..

- a) The bidder's total bid price for this contract is deemed as final.
- b) The bidder's total bid price must be all inclusive in line with the specifications, *all applicable taxes for the service.
- c) The bidder must ensure that they quote a fixed price for the 15 months contract period.
- d) Period required for commencement with project after acceptance of bid. (Period may be negotiated as per the SLA) _____**days**

**" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.*

6. DUE DILIGENCE

6.1 All cleaning personnel shall be subjected to screening and therefore services providers are advised to ensure their employees have no criminal records and have a valid South African identification.

6.2 Security background checks/vetting or Security screening in respect of the preferred bidder and the Director(s) shall be conducted. Appointment of preferred bidder will be done subject to positive background checks.

7. QUALIFICATIONS AND EXPERIENCE OF THE PROSPECTIVE SERVICE PROVIDER (MANDATORY REGULATORY REQUIREMENTS)

NO	MANDATORY CRITERIA	COMPLY/NOT COMPLY
1.	The bidder must be registered with the National Contract Cleaning Association (NCCA) / Black Economic Empowerment Cleaning association (BEECA) / Cleaning Association South Africa (CASA). The bidder must provide <u>valid</u> proof of registration for NCCA/ BEECA / CASA. Failure to attach above or submission of expired proof will invalidate such bid(s).	
2.	The bidders must be register in terms of Section 28 of the Unemployment Insurance Act (UIF) 1996. (Attach valid copy of certificate or proof of application (one month valid prior to the closing date of the bid. Failure to attach above proof will invalidate such bid(s))	
3.	The bidders must be register in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour. (Attach valid copy of the certificate), on the closing time and date of the RFB. Failure to attach will invalidate the bid.	
4.	The bidder must submit the health and safety plan indicating the occupational health and safely compliance	
5.	The bidding company must have at least two (2) years' relevant experience in delivering comprehensive cleaning, hygiene and pest control services and at least 3 references in a similar environment.	
6.	Proof of relevant experience must be proven by means of three (3) contactable references of similar magnitude or higher (size of building). Reference letters from former clients must be submitted, not older than 3 years from the closing date of the Tender.	

7.	A total of five (5) cleaning staff are required for this bid of whom three (3) employees must have at least two (2) years' experience in rendering cleaning, hygiene and pest control services. Bidders must submit a list of proposed staff in the following format: 1st column: name and surname of key staff member; 2nd column: ID number and 3rd column: number of years for relevant experience (as indicated in below table).			
	Name and Surname	ID number of key staff member	Number of years' for relevant experience	
9.	The Supervisor must have at least five (5) years: cleaning supervision, 2 years: hygiene and 2 years: pest control supervision. Experience and the CV must be attached.			
10.	CVs for the proposed Team must be submitted.			
11.	Accreditation certificate on pest control services.			
12.	Accreditation certificate on waste disposal and/or transportation...			
13.	Accreditation certificate on hygiene services			

8. TIMEFRAME

The contract/order will be signed or issued for a period of 15 months or less from the date of signing of the SLA or till 31 October 2024.

9. CONDITIONS OF TENDER

9.1 Please note that the General Conditions of Contract (GCC) shall be applicable

9.2 The bid must be signed by authorised official in your company.

9.3 In rendering the above services, the service provider will be required to be on standby and available at short notice.

9.4 The intervals and frequency will be guided by **annexure A**.

9.5 The Service provider must provide the relevant Uniform, PPE, and equipment for this project.

9.6 The service provider is expected appoint a supervisor to monitor work done jointly with a Departmental representative.

10. TENDER EVALUATION CRITERIA

i. Phase 1: Preliminary evaluation (Compliance evaluation)

Supply Chain Management will conduct a preliminary compliance evaluation of all proposals and only those that have complied in terms of procurement requirements (i.e. registered on CSD, tax complaint and any other requirement that would have been indicated in the bid document).

ii. Phase 2: Functionality Evaluation

The second phase will be the evaluation to determine the capability of the service provider to deliver on the specified requirements. The following key score shall be applied for the evaluation on functionality. Only service providers that score at least 70 out of 80 points (56 points) and above on functionality will go through to Phase 3.

0	1.	2.	3.	4.	5.
Nonresponsive	Poor (significantly below requirements)	Inadequate (below requirements)	Good (meets requirements)	Very good (above requirements)	Excellent (significantly above requirements)

No	Category	Weight
1.	Experience of proposed organisation/ service provider	50
1.1	The organisation/ service provider must have a minimum of 2 years proven record rendering comprehensive cleaning, hygiene services and Pest control. • Reference letter with less than 2 years = 0 • Reference letter with unspecified experience = 1 • Reference letter with 2 years' experience in cleaning, hygiene and pest control = 3 • Reference letter with years' experience in cleaning, hygiene and pest control 5-6 years = 4 • Reference letter with years' experience in cleaning, hygiene and pest control 6 years and above = 5	20
1.2	Expertise and knowledge of the requested services and materials with certified <u>team members</u> on the following: Cleaning, Hygiene, and pest control (Fumigation) services. • Expired/ No Certificate = 0 • Valid Certificate (1 service) = 2 • Valid Certificate (2 services) = 3 • Valid Certificate (3 services) = 4 • Valid Certificate (4 services and above) = 5	10
1.3	The Supervisor must have a minimum of 5 years with comprehensive knowledge, experience, and expertise in the field of Cleaning, Hygiene, and Fumigation (pest control) services. • Less than 5 years' experience = 0 • 5 years' experience as Supervisor in the Cleaning, 1 year or more on Hygiene, and 1 year on more Fumigation (pest control) services = 2 • 5-6 years' experience as Supervisor in the Cleaning, 2 years or more on Hygiene, and 2 years on more Fumigation (pest control) services = 3	20

	7-9 years' experience as Supervisor in the Cleaning, 5 years on Hygiene, and 5 years on Fumigation (pest control) services = 4 10 or more years' experience as Supervisor in the Cleaning, 6 years or more on Hygiene, and 6 years on more Fumigation (pest control) services = 5	
2.	Related response to scope of work	30
2.1	Cleaning Services Similar magnitude of work (less than 2800m ²) with less than 2 years = 1 Similar magnitude of work (2800m ²) with less than 2 years = 2 Similar Magnitude of work (2800m ²) with 2 years = 3 Similar Magnitude of work (2800m ² - 5000 m ²) over 3 years = 4 Similar Magnitude of work (6000m ²) over 4 years and above= 5	10
2.2	Hygiene services Similar magnitude of work (less than 2800m ²) with less than 2 years = 1 Similar magnitude of work (2800m ²) with less than 2 years = 2 Similar Magnitude of work (2800m ²) = 3 Similar Magnitude of work (2800m ² - 5000 m ²) = 4 Similar Magnitude of work (6000m ²) over = 5	10
2.3	Pest Control and Fumigation (pest control) Similar magnitude of work (less than 2800m ²) with less than 2 years = 1 Similar magnitude of work (2800m ²) with less than 2 years = 2 Similar Magnitude of work (2800m ²) with 2 years = 3 Similar Magnitude of work (2800m ² - 5000 m ²) over 3 - 4 years = 4 Similar Magnitude of work (6000m ²) over 5 years and above= 5	10
3.	Company profile reflecting project implementation plan and health and safety plan	20
3.1	Project implementation plan reflecting as detailed below: Not submitted any of the following: Implementation plan or Company profile or Health and Safety plan = 0 Only one of the following: Implementation plan or Company profile or Health and Safety plan = 2 A minimum of two of the following: Implementation plan or Company profile or Health and Safety plan = 3 Implementation plan, Company profile and Health and safety plan = 4 Detailed Implementation plan, Company profile and Health and safety plan = 5	20
	Project implementation plan must reflect the following: project goals and objectives project scope as per TOR when and how the work will be delivered. monitoring, management and reporting	

	Company profile must reflect the following: Company name and service offering Address and contact details Team Resources related to the scope of work. Health and safety plan must address the hazards identified and include safe work procedures to mitigate, reduce or control the hazards identified. risk profile of the project the location of DSBD DSBD's health and safety Specification. DSBD's baseline risk assessment.	
Total score		100

3.3 Phase 3: Price and Specific Goals Contribution

Only bidders that score least 70 points and above out of 100 points on Functionality will be considered, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

Table 1: Specific goals for the tender and points claimed are indicated per the table below. *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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2	
	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	4	
	Micro = 4 Small = 3,6 Medium = 2	
Spatial (Rural/ Township/ City)	2	
	Rural = 2 Township = 1,2 City = 0,4	
Youth and Non-Youth	3	
	Youth = 3 None-Youth = 0,9	

11. Condition of Contract

Please note that the General Conditions of Contract (GCC) shall be applicable.
The bid must be signed by authorized official in your consultancy firm.

12. Special Conditions

- a) Service providers are expected to attend a compulsory virtual briefing session. Please find details on the cover page of this document. **Important Special Condition in respect to the compulsory briefing session:** Failure of the prospective bidders to attend the compulsory briefing session will invalidate the prospective bidders bid.

- b) Shortlisted candidates/ organisations will be required to present their proposal to the evaluation committee as part of the selection process. The service provider should provide a proposal following the structure above. Tenders should be submitted with electronic copy and six (6) hard copies.
- c) DSBD reserves the right to reject any proposal found to be inadequate or non-compliant to the Terms of Reference.
- d) The Bidder may not intend to assign, in whole or in part, any of its obligations to perform in terms of the contract to any third party, unless disclosed and prior consent is obtained in writing.
- e) A bidder may not intend to cede his right to payment in terms of a contract to a third party without prior written consent.
- f) DSBD may reject a bid if doesn't comply with the instruction of submission of the proposal referred to above.

13. Additional Terms and Conditions

- (i) A bidder shall not assume that information and/or documents supplied to DSBD, at any time prior to this request, are still available to DSBD, and shall consequently not make any reference to such information document in its response to this request.
- (ii) Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- (iii) In case of proposal from a joint venture, the following must be submitted together with the proposal:
 - a) Joint Venture Agreement including split of work signed by both parties.
 - b) A valid B-BBEE certificate of the joint venture.
 - c) Proof of ownership/shareholder certificates/copies of Identity document; and
 - d) Company registration certificates.
- (iv) An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

14. CONTRACTUAL PERIOD:

The contract will be for a period of 15 months or less from the date of signing of the SLA or till 31 October 2024.

15. ENQUIRIES:

Direct all content specific questions to:

Ms. Nompumelelo Radebe

Email: Nradebe@dsbd.gov.za

Direct all tendering processes questions.

The email address to which tender related questions of clarity must be submitted is dsbdtenders@dsbd.gov.za

If questions cannot be answered immediately, they will be responded to within 48 hours after the enquiry was lodged.

ANNEXURE A

Please note this checklist must be completed and submitted together with the **Financial Proposal** (Envelope 2)

Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document
Tax Status Tax Clearance Certificate –	YES	i. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. (Refer Section 4.1.4) ii. Proof of Registration on the Central Supplier Database (Refer Section 4.1.5) iii. Vendor number iv. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on BBEE
Document that must be submitted	Non-submission may result in disqualification?	
Bidder Compliance form for Functional Evaluation	YES	Complete and sign
Registration on Central Supplier Database (CSD)	YES	The Service Provider must be registered on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents (Envelope 1)	YES	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule (Envelope 2)	YES	Submit full details of the pricing proposal

Mbali Mbatha
Chief Director
Corporate Management

Date: _____