

## 1. EVALUATION PROCESS

- Bids will be evaluated on 3 phases. The first phase will be administrative compliance, in order to proceed to the second phase bidders must meet all criterion as stipulated under the administration compliance phase. Bidders must note that the Bargaining Council for the Contract Cleaning Services Industry (BCCCI) will conduct a compliance inspection with bidders and should a non-compliant status be reported; the bidder would be disqualified at any stage of the evaluation process.
- The last phase of evaluation will be based on price and Specific Goals using 80/20 preference point system. A bidder that scores the highest number of points in terms of the preference point system will be awarded the bid.

### PHASE 1: MANDATORY DOCUMENTS

ELIGIBILITY CRITERIA	PROFILE OF EVIDENCE	YES/ NO
1. Proof of registration with Compensation Fund	Letter of Good Standing, this letter must be valid as at the closing date of the bid.	
2. Registration with Bargaining Council for the Contract Cleaning Services Industry (BCCCI)	Copy of a valid BCCCI certificate to be valid as at the closing date of the bid.	
3. Registration with Central Supplier Database	Central Supplier Database report	
4. S.H.E hygiene service	Contract agreement or letter from the legitimate Service Provider that collect S.H.E items and disposal.	
5. CIPC Company Registration	Copy of Company registration certificate	
6. Previous Experience of the Company	Five (5) copies of one (1) year signed contracts / Service Level Agreements (Proof of previous cleaning services work)	
7. Provident Fund	Proof of registration with NBC	

**Bidders must provide all of the documents under the phase 1 in order to advance to the second phase of evaluation.**

## PHASE 2: APPLICATION OF PREFERENCE POINT SYSTEMS

A maximum of 80 points shall be allocated for price and a maximum of 20 points shall be allocated for Specific Goals. Bidders are required to complete SBD 6.1. Points for Specific Goals shall be allocated as follows:

The specific goals allocated points in terms of this tender	Number of points (80/20 system)	Number of points claimed (80/20 system)To be completed by the tenderer)
100% Women Ownership	5	
100% SMME/Exempted Micro Enterprise	6	
100% owned by HDI	4	
100% owned by Disabled individuals	3	
Locality (District Municipality)	2	
TOTAL	20	

The bid shall be awarded to the bidder that scores the highest total number of points in terms of the preference point system (price and specific goals points).

### Other Conditions

1. Any proposals received in response to this bid remain the (intellectual) property of the Department of Employment and Labour.
2. If there is tie between the bidders, SCM Practice Notes; Circulars and Regulations will be applied to determine the successful bidder.
3. Compliance with the latest Circular of Gazette Labour Rate for the Contract Cleaners, in accordance with section 6(2) of the National Minimum Wage Act, no 9 of 2018
4. Bids should be held valid for a period of **90 days**.