

## TRANSNET NATIONAL PORTS AUTHORITY

### FOR THE PROVISION OF CLEANING SERVICES ON VARIOUS OFFICE BUILDINGS, DEPOTS, VEHICLES AND FLOATING CRAFTS AROUND THE PORT OF DURBAN FOR A PERIOD OF TWELVE (12) MONTHS.

The following documents requested below are compulsory to qualify for the next phase of the evaluation. The tenderer will be disqualified if any of the documents listed below is not submitted.

#### Phase 1 - Pre qualifiers:

- A) Tenderers are to submit a valid letter of good standing from the Compensation Commissioner or Tenderer to submit a valid proof of being registered as required by the Commission for Occupational Injuries and Disease Act No. 130 of 1993, if the company is new.
- B) Tenderer to submit a valid proof of being registered with the Bargaining Council of Cleaning Contractor Industry (BCCCI) of Kwa-Zulu Natal (KZN). (Tenderer will have to be vetted by BCCCI before award of contract to verify whether the tenderer is in good standing in terms of any transgressions they might have committed in their previous contracts.)
- C) Proof of a valid driver's license with minimum code 8 category B/code 10 category C1 must be submitted by the Tenderer for the three (3) supervisors.

#### Phase 2 – Proposed Evaluation Criteria

Item	Criteria	Required Information	Sub-Criteria/ Compliance Measure	Max scores
1	<b>Company Experience</b>	<b>1.1 Company Experience Traceable References</b> Tenderer must submit traceable references such as award letters or work orders indicating contracts which are not less than six (6) months awarded in the cleaning services for past five (5) years. The following should be reflected on these references.  (1) The project description, (2) Client Company name, (3) Client contact details (email and telephone), (4) Project duration: start and completion dates	<b>0=</b> The tenderer has submitted no information or inadequate information to determine a score.	<b>40</b>
			<b>20=</b> The tenderer has successfully completed < two (2) contracts in cleaning services.	
			<b>40=</b> The tenderer has successfully completed three (3) contracts in cleaning services.	
			<b>60=</b> The tenderer has successfully completed four (4) contracts in cleaning services.	
			<b>80=</b> The tenderer has successfully completed five (5) contracts in cleaning services.	
			<b>100=</b> The tenderer has successfully completed six (6) contracts in cleaning services.	

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2		<b>2.1 Management &amp; C.V's</b> The experience of assigned key persons in relation to the scope of work will be evaluated from <b>relevant years of experience</b> such as follows:  a. General experience (total duration of commercial cleaning activity) and positions held of each discipline specific team member.  CV's for personnel for all identified posts should include as a minimum but not limited to:  <b>SITE MANAGEMENT:</b>  <b>I. Service Manager X 1 (30%),</b> Service Manager must have experience in Commercial Cleaning (offices, hospitals, hotels, malls etc.).  <b>II. Safety Officer X 1 (10%),</b> Safety Officer must have experience on Commercial Cleaning/Construction.  <b>III. Supervisors X 3 (20% for each),</b> Supervisors must have experience in commercial cleaning (offices, hospitals, hotels, malls etc.).		<b>Relevant years of experience</b>	<b>0=</b> The Tenderer has submitted no information or inadequate information to determine a score.	30
					<b>20=</b> Staff do not have relevant levels of relevant experience.  Site Management: I. Service Manager (<3 years) II. Safety Officer (<1year) III. Supervisor (<1 year)	
					<b>40=</b> Staff has limited levels of relevant experience.  Site Management: I. Service Manager (≥3 <5 years) II. Safety Officer (≥1<3years) III. Supervisor (≥1 <2 years)	
					<b>60=</b> Staff has reasonable levels of relevant experience.  Site Management: I. Service Manager (≥5 <6 years) II. Safety Officer (≥3 <4 years) III. Supervisor (≥2 <3 years)	

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			<p><b>Relevant years of experience</b></p> <p><b>80=</b> Staff has extensive levels of relevant experience.</p> <p>Site Management:</p> <p>I. Service Manager (≥6 &lt;7 years)</p> <p>II. Safety Officer (≥4 &lt;5 years)</p> <p>III. Supervisor (≥3 &lt;4 years)</p> <p><b>100=</b> Staff has outstanding levels of relevant experience.</p> <p>Site Management:</p> <p>I. Service Manager (≥7 years)</p> <p>II. Safety Officer (≥5 years)</p> <p>III. Supervisor (≥4 years)</p>	
	<p><b>2.2 Management Qualifications</b></p> <p>The experience of assigned key persons in relation to the scope of work will be evaluated from <b>education, training, and skills</b> such as follows:</p> <p>b. The education, training, and skills of the assigned staff in the specific sector, field, subject, etc. which is directly linked to the scope of work. Proof of education and training must be attached to the C.V.</p> <p>Qualifications for personnel for all identified posts should include as a minimum but not limited to:</p>	<p><b>Education, training, and skills</b></p>	<p><b>0=</b> The Tenderer has submitted no information or inadequate information to determine a score.</p> <p><b>20=</b> Staff does not have project specific education, skills, training, and experience as indicated above.</p> <p>I. Service Manager - Level 1 Supervisory Certificate</p> <p>II. Safety Officer - an accredited level 3 qualification in Occupational Health and Safety.</p> <p>III. Supervisor - an accredited level 1 qualification in cleaning &amp; hygiene.</p>	<p><b>10</b></p>

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		<p><b>SITE MANAGEMENT:</b></p> <p><b>IV. Service Manager X 1 (30%),</b> Service Manager should have level 3 supervisory certificate.</p> <p><b>V. Safety Officer X 1 (10%),</b> Safety Officer should have an accredited level 5 qualification in Occupational Health and Safety.</p> <p><b>VI. Supervisors X 3 (20% for each),</b> Supervisors should have an accredited level 3 qualification in cleaning &amp; hygiene.</p>	<p><b>Education, training, and skills</b></p>	<p><b>40=</b> Staff has limited levels of project specific education, skills, training, and experience as indicated above.</p> <p>I. Service Manager – Level 2 Supervisory Certificate II. Safety Officer - an accredited level 4 qualification in Occupational Health and Safety. III. Supervisor – an accredited level 2 qualification in cleaning &amp; hygiene.</p>	
				<p><b>60=</b> Staff has reasonable levels of project specific education, skills, training, and experience as indicated above.</p> <p>I. Service Manager – Level 3 Supervisory Certificate II. Safety Officer - accredited level 5 qualification in Occupational Health and Safety. III. Supervisor - an accredited level 3 qualification in cleaning &amp; hygiene.</p>	
				<p><b>80=</b> Staff has extensive levels of project specific education, skills, training, and experience as indicated above.</p> <p>I. Service Manager – Level 4 Supervisory Certificate</p>	

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			<p>II. Safety Officer - an accredited level 6 qualification in Occupational Health and Safety.</p> <p>III. Supervisor - Level 1 Supervisory Certificate</p> <p><b>100=</b> Staff has outstanding levels of project specific education, skills, training, and experience as indicated above.</p> <p>I. Service Manager – Level 5 Supervisory Certificate</p> <p>II. Safety Officer - accredited level 7 or higher qualification in Occupational Health and Safety.</p> <p>III. Supervisor - Level 2 Supervisory Certificate or higher qualification.</p>	
<b>3</b>	<b>Safety</b>	<p><b>3.1 Safety Work Method Statement</b></p> <p>The service provider shall submit a comprehensive safety work Method Statement specific to the scope of the Project for the following activities:</p> <ol style="list-style-type: none"> <li>1. Daily Cleaning (Floor Cleaning, Mopping, sweeping, Scrubbing, vacuuming of carpet, Damp Dusting, Glass Cleaning, lifts cleaning)</li> <li>2. Window cleaning above 3meters, (internal and external)</li> </ol>	<p><b>0=</b> No response or submission, or the applicable document was not submitted</p> <p><b>20=</b> The Tenderer's Method Statement has covered 1 to 4 of the 8 activities specific to the scope of the Project as listed.</p> <p><b>40=</b> The Tenderer Method Statement has covered 5 of the 8 activities specific to the scope of the Project as listed.</p> <p><b>60=</b> The Tenderer Method Statement has covered 6 of the 8 activities specific to the scope of the Project as listed.</p> <p><b>80=</b> The Tenderer Method Statement has covered 7 of the 8 activities specific to the scope of the Project as listed.</p>	<b>5</b>

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		<ol style="list-style-type: none"> <li>Heavy- Duty high pressure cleaning of Paving and Tar</li> <li>Stainless Steel Cleaning (internal and external)</li> <li>Mobile Car Wash</li> <li>Deep Cleaning of facilities</li> <li>Decontamination of facilities in case of Covid-19 Case</li> <li>Supply and services of consumable toilet paper</li> </ol>	<p><b>100=</b> The Tenderer Method Statement has covered all 8 of activities specific to the scope of the Project as listed.</p>	
		<p><b>3.2. Risk Assessment</b></p> <p>Tenderer shall submit a detailed Safety Health and Environment (SHE) Risk Assessment specific to the scope of the project with mitigation measures and risk matrix for the following:</p> <ol style="list-style-type: none"> <li>Covid-19 Risk Register</li> <li>Storage and use of flammable liquids</li> <li>Emergency preparedness and response</li> <li>Incident Reporting and investigations</li> <li>Cleaning of Sanitary-ware ablutions, showers and high traffics areas</li> <li>Use of cleaning chemicals/ detergents</li> <li>Slips trips and falls</li> <li>General lifting and carrying</li> <li>Use of electrical equipment</li> <li>Generation of waste</li> </ol>	<p><b>0=</b> No response or submission, or the applicable document was not submitted</p> <p><b>20=</b> The Tenderer's Risk Assessment has covered &lt; four (4) risk activities specific to the scope of the Project as listed.</p> <p><b>40=</b> The Tenderer's Risk Assessment has covered ≥ four (4) and &lt; seven (7) risk activities specific to the scope of the Project as listed.</p> <p><b>60=</b> The Tenderer's Risk Assessment has covered ≥ seven (7) and &lt; ten (10) risk activities specific to the scope of the Project as listed.</p> <p><b>80=</b> The Tenderer's Risk Assessment has covered ≥ Twelve (10) and &lt; thirteen (13) risk activities specific to the scope of the Project as listed.</p> <p><b>100=</b> The Tenderer's Risk Assessment has covered all thirteen (13) risk activities specific to the scope of the Project as listed.</p>	<p><b>5</b></p>

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		<p>11. Release of HCS substances into drains and storm water</p> <p>12. Waste removal</p> <p>13. Fall protection plan (working on heights more than 3 meters)</p>		
4	Environmental	<p><b>4.1 Environmental Management Plan (EMP):</b></p> <p>The tenderer shall provide a detailed Environment Management Plan (EMP) specific to the scope of the project. The EMP must identify the possible environmental impacts of the proposed activity; and include measures to minimise, mitigate and manage these impacts.</p> <p>The EMP must include but not limited to the following sections:</p> <ol style="list-style-type: none"> <li>1. Dust Management.</li> <li>2. Noise control</li> <li>3. Management of hazardous chemical and flammable substances.</li> <li>4. Pollution control and spill response.</li> <li>5. Waste Management.</li> <li>6. Environmental education and awareness.</li> <li>7. Housekeeping.</li> <li>8. Environmental Laws and Regulations relevant to the project.</li> <li>9. Occurrence management.</li> </ol>	0= Environmental Management Plan (EMP) for the proposed activities not submitted	10
			20= Tenderer has submitted an EMP with < three (3) key elements met	
			40= Tenderer has submitted an EMP with ≥ three (3) and < six (6) key elements met.	
			60= Tenderer has submitted an EMP with ≥ six (6) to and < nine (9) key elements met.	
			80= Tenderer has submitted an EMP with ≥ nine (9) and < thirteen (13) key elements.	
			100= Tenderer has submitted an EMP with thirteen (13) key elements met.	

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		<p>10. Management responsibilities.</p> <p>11. Protection of sensitive/ no-go areas.</p> <p>12. Monitoring and reporting.</p> <p>13. The EMP must include an environmental policy signed by Top Management which, as a minimum:</p> <ul style="list-style-type: none"> <li>- Is appropriate given the purpose and context of the tenderer's business.</li> <li>- Includes a commitment to fulfil the tenderer's environmental compliance (legal) obligations.</li> <li>- Includes a commitment to the protection of the environment, including prevention of pollution.</li> <li>- Provides framework for setting environmental objectives; and</li> <li>- Includes a commitment to continual improvement.</li> </ul>				
		<b>TOTAL WEIGHT</b>				<b>100</b>
		<b>Minimum qualifying threshold</b>				<b>60</b>

### Legend:

Sign	Wording of Sign
≥	Greater than, equal to
<	Less than