

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

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

FREE STATE

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

GAUTENG

Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

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

MPUMALANGA

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

NORTHERN CAPE

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

NORTH WEST

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

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 54 – 2022/23

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR CLEANING SERVICES: ETDP SETA HEAD OFFICE

1. INTRODUCTION

The Education, Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 (as amended) to advance the skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The purpose of this request is to appoint a service provider who will provide cleaning services at the ETDP SETA Head Office, see attached physical address. **An email must be sent to VictorM@etdpseta.org.za or BonganiC@etdpseta.org.za to arrange for an onsite visit.**

Duration period of contract is **five (5) months**, from **01 November 2022 to 31 March 2023**.

The ETDP SETA reserves the right not to award the RFQ.

2. PROJECT/SERVICE REQUIREMENTS

The ETDP SETA is committed to ensuring a conducive and a safe working environment for both its employees as well as its clients by complying with all Occupational Health and Safety (OHS) Regulations. The bidder is to:

- 2.1 Provide cleaning services at the ETDP SETA Head Office.
- 2.2 Have a clear service delivery plan and safety plan.
- 2.3 To provide a maximum of three (3) evidence of track record in a similar assignment undertaken. To provide names and contact details of at least three (3) references who can provide an objective assessment of the projects previously undertaken.
- 2.4 Training certificate of at least one course on cleaning services of supervisor must be attached together with the CV's.
- 2.6 The service provider will be required to enter into a Service Level Agreement (SLA) with the ETDP SETA, which will include specific contractual obligations.
- 2.7 The service provider will report directly to the Corporate Services Manager/ HOD: Facilities.
- 2.8 The company representative will have to sign an employment agreement with each of the cleaner(s) and furnish the ETDP SETA with a copy of an employment agreement.

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3. SPECIFICATIONS

ETDP SETA invite suitable, qualified, and experienced service provider for the provision of office cleaning and hygiene services at its Head Office for a period of 5 months.

Head Office: 7 floors, Total office size 6226m²

Contract Period: 5 months as from **01 November 2022 to 31 March 2023**

3.1 The service provider is expected to clean the following areas:

FACILITIES	QUANTITY
1. Executive offices	1
2. Closed offices	43
3. Open space/shared areas	35
4. Auditorium	1
5. Boardrooms and meeting rooms	8
6. Kitchens	9
7. Toilets for male and female	18
8. Storerooms	13
9. Gym area	1

3.2 Furniture polishing and dusting

- Polish wooden furniture with SABS approved polish - weekly.
- Remove dirty spots and stains from glass tops, desks - daily.
- Damp wash leather furniture – daily.
- Fabric furniture vacuuming – twice weekly.
- Wipe telephone with a damp cloth – daily.

3.3 Floors

- Mopping of floor tiles with non-slip material – daily.
- Sweeping and cleaning wooden floors – daily.

3.4 Carpet

- Vacuuming of carpet floor in non-traffic areas – weekly.
- Vacuum in the offices – daily.
- Boardrooms, meeting rooms and auditorium – daily.

3.5 Kitchens

- Mopping the floor with non-slip material – daily.
- Countertop and sinks to be washed – daily.
- Cupboards inside to be cleaned - weekly.
- Fridges in the kitchens and executive offices- to be cleaned inside and outside – weekly.
- Washing plates, mugs, cups, etc – daily

3.6 Refuse removal

- Remove waste bins in kitchens, offices, toilets, and other common areas – daily.
- Waste bins to be washed with appropriate and SABS approved disinfectant.

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- Providing waste plastics in all the facilities that have waste bins – daily and as and when needed.

3.7 Window, blinds, and doors

- Dust window blinds – weekly.
- Damp washing window blinds – once a month.
- Internal window washing with wiper and chemicals – once in two months.
- Damp cleaning windows frames once in two months.
- Clean and disinfect door handles – daily.
- Cleaning the dirty spots on aluminium glass doors and wooden doors - daily.

3.8 Consumables

- Supply 36 pm, one (1) ply paper towel rolls for toilets
- Supply 18 pm, one (1) ply paper towel rolls for kitchens
- Supply one (1) bale of 48 2 ply toilet paper every month
- Supply 31 toilet air fresheners per month (750ml)
- Waste plastic bags for offices and kitchens. (As per the above number of offices, kitchens, toilets, and others)
- Cleaning chemicals and disinfectants chemical (cleaning chemicals and disinfectants must be SABS approved).

3.9 Equipment & PPE

- Cleaning rags (coded correctly according to cleaning standard and practice).
- Vacuums
- Brooms
- Mops
- Buckets
- Dusters
- Window wipers
- Ladders (long and short)
- Signages

3.10 Working hours

- Cleaners are to work 8 hours a day.
- Start their shift at 07H00 and finishes at 15H30.

3.11 Preparation for meetings

- Arrange and prepare boardrooms, meeting rooms, conference rooms and auditorium for meetings by ensuring that refreshments provided by Facilities are made available for meetings.

3.12 General cleaning administration

- Service providers to provide cleaning checklist for all the section of the building.
- Checklists to be ticked when cleaner completes cleaning each facility.
- Checklists to be submitted to ETDP SETA facilities assistant on a weekly and monthly basis.
- Successful bidder to ensure that cleaners have uniform and other necessary PPE.
- Uniform must have visible name tags.
- Successful bidder will be held responsible for any damages and injuries done by cleaners and chemicals while executive their duties.

- The service provider must comply with all regulations in the cleaning service industry.
- Relievers must be sent before 10H00 to stand for absent cleaners.
- Cleaners must be trained to handle all the cleaning equipment and chemicals that they will be using.

3.13 Number of personnel

- The service provider must provide the ETDP SETA with a **minimum** of six (6) cleaning staff inclusive of the supervisor.

NB: PLEASE NOTE THAT THE FOLLOWING SERVICES AREAS WILL BE EXCLUDED AND SHOULD NOT BE QUOTED FOR NAMELY:

- main foyer/lobby on ground floor
- the building exterior including the windows
- lifts area and the lifts
- staircases
- toilets along the staircases
- the basement
- parking area
- the roof top
- bathroom hygiene services e.g., she bins, foam dispensers, paper towels, toilet paper etc.

4. COSTING MODEL

COSTING SHOULD BE DONE IN RELATION TO THE ABOVE SPECIFICATIONS

5. 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. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

5.1 STAGE 1 [(Folder A) USB]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

5.1.1 MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION STAGE 1

1. Declaration of Interest – **SBD 4 (New)**
2. The service provider must be fully registered in terms of the **Compensation for Occupational Injuries and Diseases Act (COIDA)**.
3. Must provide membership certificate of a cleaning association either, **National Contract Cleaners Association (NCCA)** or **Black Economic Empowerment Cleaning Association (BEECA)**.

NB: Documents must be fully completed, signed and submitted for consideration.

5.2. STAGE 2 [Folder A (USB)]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated. A document review will be used to evaluate bidders.
- (b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	QUALIFYING CRITERIA	POINTS
1.	Experience & References of service providers in doing business of similar nature in an organization: 45 1.1. Experience: company letterhead indicating the type of project and when it was carried out (30) i. Must have successfully completed 3 or more similar projects = 30 ii. Must have successfully completed between 1 - 2 similar projects = 15 1.2. Contactable reference: Three (3) Reference letters are required. References must be on the referee's company letterhead. (15) i. 3 references or more = 15 ii. 2 references = 10 iii. 1 reference = 5 *[Each reference must clearly indicate; • the name of the bidder and the project • objectives of the project (nature of the project) • duration of the project • recommendation and contact details of the referee as well as proof of completed project(s) and • must be signed the referee NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points.	45
2.	Experience of the supervisor who will provide an oversight role (attach CV): 15 a. Must have 5 or more years of work experience. = 15 b. Must have 3 – 4 years of work experience. = 10 c. Must have 1 – 2 years of work experience. = 5 NB: The initial supervisor need not change during the course of the contract without prior approval of the ETDP SETA	15
3.	Detailed and comprehensive service delivery plan, as per the Scope of Work, that includes the following: 40 a. Provide details/comprehensive daily, weekly, and monthly cleaning plan/schedules which considers OHS Act 85 of 1993. The plan should also include contingency measures to address unforeseen circumstance that might disrupt normal operations during the contract period. b. Task description including when and how such tasks are performed. c. Equipment to be used (how and when to be used). ○ Meet all the above-mentioned deliverable of the plan = 40 points ○ Does not meet all the above-mentioned deliverables of the plan = 0 points NB: The service delivery plan must be in line with timelines for the delivery of the service.	40
Total		100

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Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

5.3 STAGE 3 [(Folder B) USB]

PRICING SCHEDULE DOCUMENTS

1. Costing Model (***Price must be final, include VAT and signed***)
2. Submit a “Unique security personal identification number (PIN) issued by SARS”
3. Invitation to Bid - **SBD1**
4. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
5. B-BBEE certificate or sworn affidavit (***If claiming preferential points***)

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------------|-----------|
| ✓ Price | 80 |
| ✓ 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.

6. 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 reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will **NOT** be accepted.
5. 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.
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. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
9. 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.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
11. Bids submitted are to hold good for a period of 90 days.
12. 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.
13. 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.
14. Companies that are in the process of **de-registration in the CIPC** will not be considered.
15. The successful research chair **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
16. The preference point system is applicable to price quotations with a Rand value equal to, or above **R 30 000.00** and up to a Rand value of **R 1 000 000.00 (all applicable taxes included).**
17. **Service provider to submit a Proof of Insurance liability within seven (7) days, when requested, to enable the ETDP SETA to finalise the transaction.**

7. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation can be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Procurement > Open Request for Quotations as from 12h00 on **12 October 2022.**

All Bids/Proposals **(completed in [1x Electronic copy (USB)]** must be **courier or hand delivered to:**

**The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091**

OR

Sent via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 28 October 2022.**

No late submission will be accepted!

8. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 28 October 2022.**

9. ENQUIRIES AND CONTACT PERSON

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: Email: TienieJ@etdpseta.org.za or SibusisoK@etdpseta.org.za

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

ETDP SETA Physical Addresses and Contact Details for Site Visit

Head-Office

ETDP SETA House
2-6 New Street
South Marshalltown
Johannesburg CBD
Ghandi Square, 2601
Tel: (011) 372 3339/ 3400

Victor Mabena

Bongani K Chirwa
